Regulatory Processes and Timeframes for Residential Development in Ten Canadian Cities: An Update

Hok-Lin Leung

ICURR Intergovernmental Committee on Urban and Regional Research

Comité intergouvernemental de recherches urbaines et regionales CIRUR

191-03949/

Regulatory Processes and Timeframes for Residential Development in Ten Canadian Cities: An Update

by

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ICURR Publications
Toronto, Ontario
October 2000

Published by ICURR Press
40 Wynford Drive, Suite 306
Toronto, Ontario, CANADA M3C 1J5
Telephone: (416) 973-5629
Fax: (416) 973-1375

First Edition: October 2000
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Edited by Lawrence Pinsky, with the assistance of Madeline Koch

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Canadian Cataloguing in Publication Data

Leung, Hok Lin, 1944 -
Regulatory processes and timeframes for residential development in ten Canadian cities : an update

Update of Neilson-Welch, Allan. Regulatory processes fact-finding project. Ottawa : Mortgage and Housing Corporation, 1992. Includes biographical references.

ISBN 1-895469-80-5

1. Real estate development–Law and legislation–Canada.
2. Housing development–Canada. 3. Building laws–Canada.
4. Housing–Law and legislation–Canada.
I. Intergovernmental Committee on Urban and Regional Research (Canada)
II. Neilson-Welch, Allan. Regulatory processes fact-finding project.
III Title.

KE5263.L38 2000 346.7104'5 C00-900801-2

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Executive Summary

August 1998

The Intergovernmental Committee on Urban and Regional Research (ICURR) requested an update of the *Regulatory Processes Fact-Finding Project*, a 1992 study that looked at the steps and timeframes of the regulatory processes in 10 Canadian cities that developers must typically follow to build housing. The original study was one of several undertaken by the Canada Mortgage and Housing Corporation (CMHC) to learn more about supply-side factors influencing housing affordability.

The objective of this update study is the same as that of the original work, although important additions have been made. First, changes to provincial planning legislation and various municipal streamlining initiatives undertaken since 1992 are outlined. Second, an attempt is made to relate the study findings to housing affordability, and there is a brief presentation of the literature addressing regulatory processes and housing costs. Third, for each of the cities studied, a local developer's view on the regulatory process is included. Finally, the study concludes with some speculations on the effects of different regulatory approaches on approval time and complexity, which in turn affect housing affordability.

The method of data generation used is the same as that of the original study in order to maintain data continuity and comparability. Using a questionnaire survey, municipal officials were asked to describe the typical steps and timeframes of the regulatory processes that developers must follow to build housing there. But municipal regulators do not produce housing: developers do. Using a questionnaire survey, a local industry contact in each municipality was asked about his/her perceptions of the municipal process, to provide his/her experiences in seeking approval for higher density development, and to make any suggestions for improvements to the regulatory processes. The local Home Builders' Association in each of the 10 cities provided the industry contacts.

The study municipalities include:

- St. John's, Newfoundland;
- Charlottetown, Prince Edward Island;
- Halifax Regional Municipality, Nova Scotia;
- Saint John, New Brunswick;
- Laval, Québec;
- Mississauga, Ontario;
- Winnipeg, Manitoba;
- Regina, Saskatchewan;
- Calgary, Alberta; and
- Surrey, British Columbia.

The regulatory processes considered here include land development approval, building approval, and inspection. The steps and timeframes for each of these processes are analyzed with respect to two housing types under four typical development scenarios. The development scenarios include:

Scenario 1 – proposed project does not conform with the municipal plan;
Scenario 2 – proposed project site is within an area undesignated by the municipal plan;
Scenario 3 – proposed project conforms with the municipal plan; and,
Scenario 4 – proposed project seeks to substantially increase density above the municipal plan and zoning.

Scenario 4 is new to this update study and is essentially a subset of Scenario 1. It is added as a proximate measure of the response of the regulatory system to the production of more affordable housing. The two types of housing include:

Type A – single family development (2-10 hectares); and
Type B – multiples and high-rise development.

Analysis of the survey results includes comparison with the original 1992 study results, as well as among the cities themselves, where possible. The study finds that depending upon the development scenario and housing type, most municipalities have generally seen an overall reduction in total approval times since 1992. Under some scenarios and housing types, total approval times remain unchanged or have increased slightly. Overall, Regina, Saint John, and St. John's have the quickest turnaround for all approvals. Mississauga, Calgary, and Halifax Regional Municipality have the slowest. Charlottetown is the only municipality of the ten without a municipal plan, making comparison difficult. Still, rezoning and subdivision approval in Charlottetown takes only 10 to 14 weeks to complete.

It is possible to speculate on the effects of different regulatory approaches of development on approval time and complexity, which in turn impact on housing affordability. This may offer some insights on process design with respect to efficiency, flexibility, and responsiveness to affordable housing. The following is offered.

Number of Steps Matters

More steps in the regulatory processes result in more time—and more costs—for the applicant. Generally, municipalities with the simplest processes are also the ones with the shortest total approval time. Also important is the range in approval times between best-case and worst-case scenario applications. A narrow timeframe means a more predictable process for the applicant.

Management Involvement Has Impact

Some regulatory processes may be described as "management heavy" and include several steps that involve various senior level staff reviews. This level of management involvement can add significantly to the total approval time.

Provincial Involvement Has Impact

In almost every municipality in this study, at least one land development approval process requires provincial involvement. Municipal plan amendment generally requires provincial approval. It is obvious that delegation of approval authority to the municipal level would reduce significantly the total approval times.

Public Involvement Has Impact

Public involvement is a necessary (although time consuming) aspect of planning. Public input is sought in different ways in the regulatory processes. The simplest processes, and the quickest, provide one formal opportunity for public comment, even when several applications for the same proposal are being processed concurrently.

One-Stop Buying vs. One-Stop Selling

A popular streamlining method in Canadian municipalities is the one-stop shopping centre for permits. While one-stop shopping makes it easier to *file* an application, it has no effect on the *review* of that application. This is not to suggest that the ease of application is not a key concern among developers, its just that it has no bearing on how long the developer will be tied up in review.

However, another streamlining method is gaining acceptance in Canada: one-stop selling through coordinated review and decision-making. Briefly, a committee or group of staff from relevant departments provides coordinated review and recommendations that are forwarded directly to a standing committee of Council. This avoids the complexity and lengthy approval times associated with the multi-layer review of development applications. A good example of this method is Calgary's Corporate Planning Applications Group (CPAG), in place since 1997.

Introduction

In 1992, the National Housing Research Committee began a research initiative on housing access and affordability in Canada. Under this initiative funded by the Canada Mortgage and Housing Corporation (CMHC), a number of studies were undertaken to learn more about supply-side factors influencing housing affordability. The *Regulatory Processes Fact-Finding Project* was one of these studies. It looked at the steps and timeframes of the regulatory processes in 10 Canadian cities that developers must typically follow to build housing.

The Intergovernmental Committee on Urban and Regional Research (ICURR) has requested an update of the *Regulatory Processes Fact-Finding Project*, as changes to provincial planning legislation and municipal streamlining initiatives have likely occurred since 1992. This update is intended to highlight these changes and to report on the regulatory processes as they currently stand.

1.1 Study Objective

The objective of this update study is essentially the same as that of the original work: documentation of the steps and timeframes of the regulatory processes in 10 Canadian cities that developers must typically follow to build housing. In so doing, changes to provincial planning legislation and various municipal streamlining initiatives undertaken since 1992 are outlined. These changes and initiatives affect the steps and timeframes of the regulatory processes.

An attempt is also made to relate the study findings to housing affordability. There is a brief presentation of the literature which addresses regulatory processes and housing costs. Also, for each of the cities studied, a local developer's view on the regulatory process is included. Finally, the study concludes with some speculations on the effects of different regulatory approaches on approval time and complexity, which in turn affect housing affordability.

1.2 Study Method

The study includes the development of a data generation and analysis framework, the actual generation of the data and their analysis, and discussion of the findings with respect to housing affordability.

Framework

The framework for the generation and analysis of data is guided by a review of the literature on the relationship between the regulatory processes and housing affordability. These processes, which include the administrative structures and procedures for development review and consultation, are considered an important factor in the production of affordable housing. However, the focus of the literature is more on regulatory control, or the legal tools to guide development. The focus is also decidedly American. As a result, the literature on regulatory processes is not as robust. Neither is that of Canadian origin. Please refer to the next section, The Literature.

Data Generation

In order to maintain data continuity and comparability, the method of data generation used is the same as that of the original study. A questionnaire survey of municipal officials in ten cities representing ten Canadian provinces was conducted. The study municipalities include:

- St. John's, Newfoundland;
- Charlottetown, Prince Edward Island;
- Halifax Regional Municipality, Nova Scotia;
- Saint John, New Brunswick;

- Laval, Québec;
- Mississauga, Ontario;
- Winnipeg, Manitoba;
- Regina, Saskatchewan;
- Calgary, Alberta; and
- Surrey, British Columbia.

Each municipality was asked to describe the typical steps and timeframes of the regulatory processes that developers must follow to build housing there. More specifically:

- the various steps in each of the three regulatory processes (land development, building approval, inspection);
- the time spent in each step as the process is applied to different types of housing development and four development scenarios;
- variations in the processes; and
- changes that have been made to the processes since 1992, either through provincial legislation or municipal initiative.

Since municipal regulators do not produce housing (developers do), the perceptions of the development community with respect to these regulatory processes are of particular importance. The local Home Builders' Association in each of the 10 cities provide suitable industry contacts. Using a questionnaire survey, one contact in each city was asked to provide his/her experiences and insights with respect to the local system, especially with respect to the following:

- perceptions about the various steps of the regulatory processes, and the time spent in each step;
- experience in seeking approval for higher density development than that permitted under the municipal plan and zoning bylaw;
- suggestions for improvements to the regulatory processes, and estimations of savings in time and money; and
- the type and average number of units built in the last five years.

As noted, there are three regulatory processes considered in this study—land development, building approval, and inspection.

1 - ***Land Development Process***

The land development process is the most complex, and is comprised of a series of separate approvals. Depending upon the nature of the project—location, size, zoning, etc.—a development proposal may require one or all of the approvals. There are generally three key approvals that are part of the land development process:

a) *Municipal Plan Amendment*

The municipal plan is a broad policy statement outlining what development should go where as well as when it should occur. Development proposals that require a municipal plan amendment are generally more controversial in nature and necessitate extensive public involvement and provincial approval.

b) *Rezoning Approval*

The zoning or land use bylaw is the key development control device in Canada. It specifies the type and density of development permitted in certain districts. A proposal that does not comply with the

type or density of development permitted requires rezoning approval. Since the zoning bylaw must be consistent with the municipal plan, a development proposal that requires municipal plan amendment also requires rezoning. In most cases, the approval authority for rezoning is delegated to the municipality from the province.

c) *Subdivision Approval*

The third approval of the land development process is subdivision. Subdivision approval is required for the division of a parcel of land into several lots, or the consolidation of several lots into one. This can be a very long, complicated process due to determination of infrastructure services required (sewer, water, roads, etc.), and the preparation of servicing agreements. These agreements specify how the site will be prepared for housing, and the developer must post bonds to cover the cost of this preparation.

In many municipalities, these applications may be processed concurrently in order to streamline the approval process. In many cases, it is possible for a developer to file one application for two approvals. In others, the developer must file several applications. It is the developer's decision to apply concurrently or not. This decision often depends upon the ability of the developer to provide the level of information required upfront, and the financial risk of doing so should certain approvals be denied later on. Finally, although applications may be processed concurrently, they are generally given in a specific order: municipal plan amendment before rezoning, and rezoning before subdivision.

2 - ***Building Approval Process***

This process involves the technical review of building plans that accompany an application for development. These plans must be in compliance with the National Building Code, or a provincial code if one is in place. Once it is confirmed that the plans are in compliance with the code, a building permit is issued and construction may begin. For single family residential units, the technical review is generally straightforward; however, residential high-rise construction is more complex and involves several specialists. Although the building approval process may begin during the land development process, no building permit is issued until final development approvals are granted.

3 - ***Inspection Process***

This process is the most uniform among the municipalities. It generally involves inspection during various stages of construction, including preconstruction, framing and rough-in, heating and insulation, and final. During preconstruction, the foundation footings, storm outfall, and damp proofing are inspected. At framing and rough-in, electrical wiring, plumbing fixtures, and the framing itself are inspected before the installation of drywall. During the heating and insulation stage, this work is surveyed and all heating installations are examined. Final inspection is a final check by all of the various inspectors before an occupancy permit is issued. Depending upon the type of construction, several visits by the inspectors may be made during each construction stage.

The steps and timeframes for each of the land development, building approval, and inspection processes were to be provided. The steps and timeframes for two housing types under four typical development scenarios were examined. The development scenarios include:

Scenario 1 – proposed project does not conform with the municipal plan;
Scenario 2 – proposed project site is within an area undesignated by the municipal plan;
Scenario 3 – proposed project conforms with the municipal plan; and,

Scenario 4 – proposed project seeks to substantially increase density above the municipal plan and zoning.

Scenario 2 applies in Charlottetown only as it has no municipal plan. Since all other study municipalities have a plan that designates all land within the jurisdiction, Scenario 2 does not apply. Scenario 4 is essentially a subset of Scenario 1, but is added as a proximate measure of the response of the regulatory system to the production of more affordable housing. The two types of housing include:

Type A - single family development (2-10 hectares); and
Type B – multiples and high-rise development.

Data Analysis

The data generated by the survey questionnaires are analyzed for two purposes. First, a "then-and-now" comparison looks at the steps and timeframes of the regulatory processes in 1992 and today in order to highlight any changes. Second, a "who-says-what" comparison looks at the municipal and industry questionnaire survey responses in order to highlight their different perceptions. To maintain data continuity and comparability, the update findings are organized and presented in a format similar to that of the original study.

Discussion

Based on the findings, speculations are made on the possible relationships between different regulatory approaches of development and housing affordability. The focus is on response times, information requirements, bureaucratic hurdles, cost implications, etc. This may offer some insights on process design with respect to efficiency, flexibility, and responsiveness to affordable housing.

The Literature

Since the 1940s, planning policy has recognized housing, especially single-family home ownership, as the basis of social stability (1994: King County Housing Partnership). However, over the past fifteen years, multi-family housing starts have risen rapidly in most urban centres. A number of reasons for this have been identified. First, with significant increases in land values, land supply for affordable housing has decreased (1994: King County Housing Partnership). Second, in many areas development is restricted in order to protect natural habitat, community character, or agricultural lands. Third, in areas of rapid growth, management plans have been put in place to control when, where, and how development will occur (1992: Lowry and Ferguson). As a result, there has been a shift to housing types that take up less land.

At the same time, development regulation at the local level has proliferated. This has occurred in part due to the shifting of financial responsibility for the provision of physical and social infrastructure to local government (1992: Lowry and Ferguson). A search for ways other than taxation to raise funds for the provision and maintenance of that infrastructure.

The increased demand for housing, the reduced supply of cheap land, and the increased regulatory control by local government has meant increased housing cost. There is particular concern that development regulations can substantially increase development cost and consequently the price for the consumer.

Focus of Regulatory Reform

In order to combat the effects of regulation on housing affordability, regulatory reform has received much attention. Literature on the subject of development regulation and affordable housing considers both regulatory control and regulatory process. It is also dominated by U.S. as opposed to Canadian research. With respect to regulatory control, the focus of reform is the provision of greater flexibility in the application of the legal tools available to guide development, such as zoning. With respect to regulatory process, the focus of reform is the streamlining of the administrative structures and procedures for development review and consultation. While the focus of this study is "process," regulatory reform cannot be considered without looking at the aspect of "control." It is interesting to note that the reform of regulatory control garners most of the attention in the literature. As a result, the literature on the reform of regulatory processes is not as robust.

It should also be noted that "the goal of any reform should not be the elimination of municipal regulations. Regulations are created in response to the legitimate concerns of local residents. Any conclusions about the desirability of these regulations must be made within the context of the goals and intentions behind the policies (1995: Somerville)." A good regulatory mechanism must be able to address the legitimate community concerns without adversely effecting housing affordability.

Regulatory Control

Regulatory control is achieved through conventional land use tools—comprehensive planning, zoning, and development standards—in order to provide for the orderly development of land within municipalities. The comprehensive plan sets out the policies and objectives that guide the use of land, including: the location of various land use types; the type, tenure and density of housing; the direction of future growth; the design of the transportation network; and, the location of utility services (1989: Energy Pathways Inc.). The zoning bylaw implements the comprehensive plan by establishing the type of land use, maximum density, minimum and maximum lot areas, floor areas of buildings, building setbacks from property lines, location of fences, off-street parking provisions, landscaping requirements, and the design and appearance of buildings (1989: Energy Pathways Inc.). Development standards establish conditions for the development of land and may include road and sidewalk widths,

garbage storage facilities, grading, easements, lighting, and parking facilities (1989: Energy Pathways Inc.). These standards are generally outlined in development agreements between the municipality and the developer to address the sharing of costs associated with the construction of certain items needed to service the development.

The focus of reform here is the use of more flexible alternatives to conventional land use control tools. The increased flexibility provided by these alternatives is intended to reduce the overall unit costs for developers, and "to be more responsive to changing demographics, family structures, lifestyles, and economic realities (1991: Energy Pathways Inc)." There are several alternatives, relating mostly to zoning, including planned unit development (PUD), incentive zoning, and performance zoning.

One of the earliest alternatives to zoning is *planned unit development (PUD)* (1978: U.S. HUD). The PUD scheme is used within traditional zoning and allows relief from conventional standards for certain parcels of land in exchange for a higher quality development. PUD allows a developer increased flexibility in locating buildings, mixing various land uses and housing types, locating functional open space, and preserving significant features, all within defined gross development densities (1992: Municipal Research & Services Center of Washington). The advantages of the PUD scheme include larger common areas, higher densities to reduce land and development costs per unit, flexibility in design, and local tax revenues that exceed service costs. Disadvantages include an often elaborate and discretionary review process involving significant negotiation between the municipality and the developer.

Incentive zoning offers inducements in the form of specified bonuses to developers in return for the inclusion of certain prescribed elements regarded as publicly desirable (1978: U.S. HUD). The provision of affordable housing units in a development is a common goal of incentive zoning. The private incentives and public benefits are tied together in the zoning ordinance according to exact formulas. Incentives can include tax abatement, density increase, street improvements, subsidies, unit size changes, and additional use types. Advantages of incentive zoning include the provision of community-desired facilities, at no or low local government expenditure. In reality, developers will only provide public facilities if there is some benefit to the project, and excessive requirements by a municipality may be considered as an exaction by the developer.

Performance zoning is another alternative to the conventional approach. This involves the regulation of land not by use, but by the actual physical characteristics and functions (performance) of a use as measured against predetermined standards (1988: Porter). Any use may locate adjacent any other provided it satisfies the performance standards, and while there are no limits to potential land uses, site planning, building design, facility operation, and other factors may be strictly controlled. Advantages include flexibility in both use and design, improved response to the demands of the marketplace, and a rational (instead of arbitrary) approach to land use control (1974: Oregon State University Extension Service). Disadvantages include difficulty with administration, enforcement, and technical requirements, and a greater need for trained, expert staff.

The literature also touches on the effects development standards have on housing affordability. The argument is that regulators often err on the side of excessive requirements "when they are unsure of precise, appropriate standards for sewer systems, fire protection, soil conditions, wetland buffers, energy conservation, etc. (1994: King County Housing Partnership)." As well, over-engineering is often used to minimize or eliminate future maintenance requirements that have traditionally fallen on the public sector. The result: unnecessarily high standards that are beyond those needed to satisfy health and safety concerns and they increase the unit cost of housing (1994: U.S. HUD). Alternative

development standards are put forward as a solution, which include reduced street width and cul-de-sac turnaround requirements, modified curb, gutter, and sidewalk requirements, reduced parking standards, modified service requirements, etc. (1991: Energy Pathways Inc). However, much of the renewed interest in compact development focuses on sustainable development and the cost of infrastructure, rather than housing affordability.

Regulatory Process

The regulatory process is the most frequent point of contact between municipal government and developers (1994: U.S. HUD). The process includes the forms and procedures with which a municipality exercises its regulatory provisions and powers, and it involves the review of development applications and the rendering of a decision. The process can be complex with many different approvals required before permits may be issued. Public notification and consultation may also be required. Furthermore, the criteria for obtaining approvals and permits may not always be clear, and many different government departments and committees may be involved.

Inefficiencies and delays in the regulatory process result in significant costs in lost time and opportunity, in interest and tax payments on land, and in slow responses to quickly changing markets. In fact, most developers estimate that the final selling price of a residential unit must be inflated by approximately one to two percent for each month of delay during the latter stages of development (1978: Seidel). These costs vary but they generally relate to overhead expenditures that continue to mount regardless of whether work on the project is progressing or not (1978: Seidel). As approvals are often piggy-backed, no step in the regulatory process is free from the potential for delay, and in some cases, projects are terminated when delays in the regulatory process make them no longer economically feasible. There are several reasons for delays in the regulatory process.

- unclear application procedures;
- competing jurisdictional authorities;
- overlapping jurisdictions between government departments;
- complicated and uncoordinated building permit application and review procedures;
- lack of trained staff;
- repeated postponement of decisions; and,
- ineffective mechanisms for public consultation (1989: Energy Pathways Inc.).

Most developers cite procedural complexity, delay, and uncertainty of outcome as the most significant factors in determining whether or not to proceed with a proposal (1992: Lowry and Ferguson). These factors have become more prominent in the past 15 years as local, provincial, and federal agencies impose increasingly rigid conditions on residential development projects in pursuit of government agendas and in meeting uncoordinated or conflicting standards (1992: Lowry and Ferguson). Similarly, environmental protection laws and open public review processes can stifle innovation. Developers will adhere to the existing land use plan and zoning bylaw because that is the quickest way to obtain approval.

Process reform generally focuses on reduction in the time it takes for a municipality to grant final approval. To date, most jurisdictions tend to streamline application processing only when faced with severe overloads. However, preventing unnecessary delays and avoiding unnecessary processing is only part of the solution; reform should also improve process predictability and project scheduling, eliminate unnecessary costs, and allow innovation to flourish (1994: U.S. HUD).

There are a variety of reform measures, including central application and information centres, team review processes, joint hearing of applications, staff training and education, application tracking systems, and improved information dissemination and public consultation. Many municipalities are focusing their efforts on one-stop permitting centres where information about all applications for permits and approvals can be found. These centres are an important source of information on building rules, regulations, and the application and approval process. They also provide application forms for all permits and approvals and ensure applications are complete before they are accepted. Finally, these centres monitor the progress of various applications and notify applicants when their application is being processed.

What have these reform measures achieved? First, they provide clarification for applicants on the information requirements in completing the application—usually through a preliminary review—and identify potential problems for approvals. Second, by tracking applications through the approvals process, an applicant can readily determine the status of his/her application, which will help in project scheduling. Third, simple streamlining of the administration and processing helps to reduce lengthy approvals that have a direct impact on development costs. It aims at avoiding duplicating permits, multiple layers of review, and poorly coordinated consultation. Finally, clarification, tracking, and streamlining should help improve predictability for the applicant.

Many of the reform initiatives are reported in the study. Please refer to the city-by-city analysis in section Detailed Findings.

The Legislation

Several Canadian provinces have made changes to their planning legislation since the original study was completed. In many cases, these legislative changes affect the development regulatory processes. The following is an overview of these changes where they have occurred.

Newfoundland

A minor change to the *Urban and Rural Planning Act* in 1997 reduced the public notice period required for provincial public hearings from 4 weeks to 2 weeks.

Prince Edward Island

The regulations under a new *Planning Act* have been completed and are in final draft form. It is estimated that the new legislation will be put forward for approval in 1998. With respect to the regulatory process, no significant changes from the current approach are proposed in this legislation.

Nova Scotia

No changes to provincial legislation with respect to the development approval process have been made since 1992.

New Brunswick

A number of changes to the provincial planning legislation in New Brunswick are anticipated. Proposed changes to the *Provincial Building Regulation* will make building permits mandatory throughout the province. A new "single-entry point" or "one-window" concept has been developed and a pilot program to test the concept will be introduced, possibly in 1999. Under this program, all development and building applications will be handled by development officers in district planning commissions and sent electronically to various approval agencies. As part of the system, a province-wide land database will be established to track development and support policy development in land use planning.

Québec

In 1996, Québec planning legislation was changed in an attempt to simplify rezoning approvals. In the past, once the public hearing was held, the public had four days to register on a referendum list concerning the draft bylaw. Matters for referendum included change of use, density ratio, parking, setbacks, signs, etc. If opposition was sufficient, a referendum poll on the draft bylaw was held. With the change in 1996, the referendum poll will not encompass an entire draft bylaw. Only relevant matters in the draft bylaw are considered, the remaining matters are adopted as a second draft.

Ontario

The proclamation of the *Land Use Planning and Protection Act* in May 1996 was intended to bring about a simpler, faster, and more effective planning system. Economic recovery was the focus of this legislation which attempted to remove the red tape and obstacles to growth. Several changes made under this legislation do affect the timeframes of the development regulatory process. For instance, approval times have been cut in half with the streamlining of the regulatory process. A new "one window" approach is underway whereby the plan review process at the provincial level is coordinated by one ministry (Municipal Affairs and Housing) with only complex applications circulated to other relevant ministries as necessary. This is being done for the purpose of achieving better customer service and more streamlined approvals. Also, an alternative dispute resolution mechanism is being promoted by the province to resolve conflict in planning matters and reduce the number of lengthy appeals to the Ontario Municipal Board.

Other changes include the delegation of powers to approve applications of subdivision to the county level in order to avoid unnecessary duplication of review by the province. The province now has the ability to exempt municipalities from ministerial approval of Official Plans and amendments. Planning decisions no longer have to "be consistent with" provincial policy, and municipalities are prevented from introducing new development charges until a provincial review of the matter is complete.

Manitoba

No changes to relevant provincial legislation since 1992.

Saskatchewan

A new *Planning and Development Act* has been passed in Saskatchewan. The *Act* gives the province the power to delegate subdivision approval to the local level. In cases where subdivision approval authority has been delegated, amendments to the *Act* now permit final approval to rest with the development officer, instead of Council. The result is a possible reduction in approval times. Other changes, such as minor variance and demolition control provisions, are intended to enhance local autonomy and increase flexibility for development.

Alberta

The planning legislation in Alberta was amended in 1995, with further minor amendments made in 1996. In 1995, the *Planning Act* was consolidated into a new *Municipal Government Act*. The planning portion of the new *Act* came into effect in September 1995. Changes were made to streamline the regulatory planning process by directing that most subdivision appeals be handled at the local level (rather than going to the provincial Municipal Government Board), by eliminating regional plans and the need for amendments to bring plans and subdivisions into conformity with them, and by removing certain standards from the *Act* and regulations which may have set some limits on municipal approvals. No substantial changes to the development approval process were made.

British Columbia

No changes to relevant provincial legislation since 1992.

Detailed Findings

St. John's, Newfoundland

1 Land Development

The land development process in St. John's includes three approvals: rezoning; Municipal Plan amendment; and development application. As the Municipal Plan designates all lands within the jurisdiction, Scenario 2 is not applicable in St. John's.

Several minor changes have been made to the land development process in St. John's since 1992. These changes reflect streamlining initiatives in the area of public input.

1.1 Rezoning

This is the first consideration under the land development process, when required. Unlike all other jurisdictions in this study, rezoning consideration may begin *prior* to amendment of the Municipal Plan for applications that are controversial or if public acceptance is unclear. In the other jurisdictions, an application for rezoning is not considered until at least the plan amendment process begins.

Time in Weeks

	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Application Review. The application for rezoning is received by the City and circulated to Engineering and Planning, Parks, Traffic, Public Works, and provincial and federal government departments for comment as necessary.	2-4	2-4	2-4	2-4	2-4
2- Report. Comments are incorporated into a report prepared for committee consideration and recommendation. The Development Committee includes relevant senior municipal staff who meet weekly to consider development applications and make recommendations to Council. Planning Committee is a standing committee of Council and meets monthly to make recommendations on planning and zoning matters.	1-3	1-3	1-2	1-2	1-3
3- Public Meeting. Council holds a public meeting on the application, but may waive this requirement if public reaction is favourable, if controversy is not anticipated, or if a public hearing is required under the *Planning Act*, i.e., a Municipal Plan amendment is required. If no hearing is required under the *Act*, then Council must advertise the application and a public meeting is almost always held.	3-4	3-4	0-4	0-4	3-4
4- Council Decision. If Council adopts the rezoning, then it will seek provincial approval directly. Under Scenarios 1 and 4, amendment of the Municipal Plan is necessary. Please refer to Section 1.2.	2	2	2	2	2
5- Provincial Approval. If no plan amendment is required, the Minister of Municipal and Provincial Affairs will receive the Council report and approve or reject the rezoning.	n/a	n/a	2-4	2-4	n/a
Total Approval Time:	**8-13**	**8-13**	**7-16**	**7-16**	**8-13**

1.2 Municipal Plan Amendment

The need for a Municipal Plan amendment (MPA) is determined when an application for rezoning approval is received. Please refer to Step 1 in Section 1.1. If a MPA is required, then both applications are processed together. As a result, the only impact a MPA has on the total approval time results from the requirement for a public hearing and provincial approval under the *Planning Act* in Step 5.

	Time in Weeks		
	Scenario 1 Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Application Review. The need for a Plan amendment is determined when an application for rezoning is reviewed by the City. If MPA is required, both applications are circulated to various municipal, provincial, and federal departments as necessary. Under the *Planning Act*, a copy of the proposal must be forwarded to Municipal and Provincial Affairs.	2-4	2-4	2-4
2- Report. Comments are incorporated into a report prepared for Planning Committee consideration. Planning Committee will direct staff to organize a public meeting.	1-3	1-3	1-3
3- Public Meeting. Council holds a public meeting on the application. Council may not hold a public meeting as a hearing on the amendment is required under the *Planning Act*. Council may also waive this requirement if controversy is not anticipated.	0-4	0-4	0-4
4- Council Decision. If public reaction is favourable, then Council may adopt the amendment and ask the Minister to appoint a commissioner and hold a public hearing.	2	2	2
5- Provincial Approval. The Minister of Municipal and Provincial Affairs will appoint a commissioner to receive the Council report, hold a public hearing, and make recommendations. Council considers the recommendations and the Minister will normally approve the amendment and the rezoning at the same time. If no public submissions are made, a hearing and commissioner recommendations are not required.	5-10	5-10	5-10
Total Approval Time:	10-23	10-23	10-23

1.3 Development Application

This process includes the consideration of applications for site plan and subdivision approval. If the application is the result of a rezoning, then municipal staff may have already seen the detailed plans since developers usually submit them when an application for rezoning is made. The result may be shorter review times. Development applications are not processed until Municipal Plan amendment and/or rezoning applications have been approved, where required.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Scenario 4 High Density
	Type A Singles	Type B Multi	Type A Singles	Type B Multi	Type A/B Singles/Multi
1- Application Review. The application for site plan or subdivision approval is received by the City and circulated to Engineering and Planning, Parks, Traffic, Public Works, and provincial and federal government departments for comment as necessary. **2- Report and Approval in Principle**. Comments are incorporated into a report prepared for committee consideration and recommendation. The Development Committee will consider the report and make recommendations to staff or Council.	1-2	1-2	1-2	1-2	1-2
3- Final Plans. Submitted by the developer, these plans are reviewed by Planning to ensure conditions of approval are met. Engineering determines necessary services, servicing agreements drawn up for which the applicant posts bonds (when construction begins). **4- Final Approval.** Council will grant final approval once Engineering receives stamped plans and bonds are posted.	4-7	4	4-7	4	4
Total Approval Time:	**5-9**	**5-6**	**5-9**	**5-6**	**5-6**

1.4 Process Changes

Since 1992, several minor changes to the land development process in St. John's have been made, specifically in the area of streamlining public input. The changes are outlined below.

- Planning Committee has been given the authority by Council to call its own public meetings. This can cut 1 to 3 weeks from the process, depending on how long the Committee would have to wait for Council to grant approval for a meeting (1996).
- Council can waive the requirement for its own public meeting on applications that require a provincial public hearing but that are not controversial and public reaction is favourable. Since two meetings are no longer needed, up to 4 weeks may be cut from the process (1996).
- Under the *Urban and Rural Planning Act*, the public notice period required for provincial public hearings has been reduced from 4 weeks to 2 weeks (1997).
- Council continues to stress the importance of timely application processing.

2 Building Approval

The building approval process begins when land development approval is granted. Although the process for housing types A and B is identical, building code review for housing type B is more complex and takes more time. Due to staff cutbacks in 1995, it is necessary to hire a part-time plans clerk for 8 months each year to maintain processing timeframes.

	Time in Weeks	
	Type A Singles	**Type B** Multi
1- Application. Submission of detailed building plans (2 sets) to Building and Property Management. A plot plan must be submitted for housing type A. An electronic copy of the application is set up. **2- Plan Review.** Plans examiner checks for compliance with the building code and identifies approvals required from other agencies (Health, Fire, etc.). Acceptable plans are put on a list for approval by Council. **3- Council Approval.** Council approves list of plans.	1	2
Total Approval Time:	**1**	**2**

3 Inspection

The inspection process overlaps building approval with the first inspection occurring at the pre-construction stage, prior to a building permit being issued. The process for each housing type is the same, where applicable. Inspections are performed by municipal staff at various stages of construction at the request of the developer. Due to staff cutbacks in 1995, it is necessary to hire 2 part-time building inspectors for 4 months each year to maintain processing timeframes.

	Time in Weeks	
	Type A Singles	**Type B** Multi
Stage 1- Inspection of grade setting, setbacks and excavation for compliance with building plans.	response in < 1 day of request	response in < 1 day of request
Stage 2- Inspection of foundation footings and forms, drainage systems, etc. prior to backfill for compliance with building plans.	same as above	same as above
Stage 3- Inspection of framing, plumbing, electrical, and chimney construction prior to insulation.	same as above	same as above
Stage 4- Inspection of insulation and vapour barrier prior to drywall, and damp proofing prior to floor slab.	same as above	same as above
Stage 5- Final inspection when construction is complete.	same as above	same as above
Total Approval Time:	**n/a**	**n/a**

4 Developer Comment

The developer contact for St. John's represents a firm that has built, on average, 50 or more residential units in each of the past five years. Almost all of these units, 90 percent, consist of multi-family low-rise or townhouse units. According to this contact, the steps and timeframes of the regulatory processes in St. John's are accurate. No discrepancies were noted.

The contact notes that City Council is quite receptive to new ideas and has made modifications to accommodate well-designed, appropriate projects in existing neighbourhoods. If a project is well documented, and consultation with senior staff in Engineering and Planning is held prior to formal submission, then there is virtually no difficulty at the Council level. When asked to suggest improvements to the regulatory processes in St. John's, the contact recommends additional staff at the senior and technical assistance levels to speed the process. This would result in a savings of time and money for the developer. It is also suggested that due to the climate in Newfoundland, project timing is vital. Delays can result in the need to begin a project in early winter-like conditions, or the need to postpone construction for an entire season.

Finally, the contact notes that the City recently amended its development regulations to reduce side yard requirements to accommodate reduced-lot housing. A larger unit is now possible on a 50-foot lot, and a 40-foot lot can now accommodate a unit once requiring a 50-foot lot. The result is improved housing affordability and choice, and increased utilization of existing infrastructure.

Charlottetown, Prince Edward Island

1 Land Development

The land development process in Charlottetown includes rezoning and subdivision approvals. Charlottetown is currently the only jurisdiction in this study that does not have a municipal plan. Until 1994, a plan was not required under the *Charlottetown Act*, and zoning was used to manage development. In 1994, the City of Charlottetown and six adjacent municipalities were amalgamated. A new *Charlottetown Area Municipalities Act* was passed in early 1995 and a municipal plan is now required. A municipal plan for the newly-expanded municipality is close to completion, and there will be changes to the land development process.

As no municipal plan is currently in place, only Scenarios 2 and 4 are applicable in Charlottetown. Charlottetown is also the smallest jurisdiction and has no high-rise apartments. Therefore, housing type B is not applicable.

1.1 Rezoning

A rezoning application may have to wait up to 4 weeks for Planning Board review in Step 4 since the Board meets only once each month.

	Time in Weeks	
	Scenario 2 Site Undesignated in Plan	**Scenario 4** High Density
	Type A Singles	**Type A** Singles
1- Proposal Presentation. The developer presents the proposal, including floor plans and building profiles, to the City. It is determined if rezoning is required.	1	1
2- Advertisement. If rezoning is required, notices of a Planning Board meeting and public hearing are posted in the newspaper and mailed to property owners within 60 metres of the project site.	2	2
3- Public Hearing. Council holds a hearing to consider public input on the application.	1	1
4- Board Review and Recommendation. The Planning Board meets to consider staff and public input on the application. A recommendation to Council is prepared.	1-4	1-4
5- Council Decision. Council considers the recommendation and public comment and makes a final decision.	1	1
Total Approval Time:	**6-9**	**6-9**

1.2 Subdivision Approval

Although the subdivision approval process mirrors that of rezoning, it generally takes an additional 4 to 5 weeks to draw up the development agreements. Two points are worth noting. First, a public hearing is generally needed in case of more controversial applications. As a result, Steps 3 and 4 below may be bypassed, saving approximately 3 weeks. Second, an application for subdivision may have to wait up to 4 weeks for Planning Board review, which meets only once a month.

	Time in Weeks	
	Scenario 2 Site Undesignated in Plan	**Scenario 4** High Density
	Type A Singles	**Type A** Singles
1- Proposal Presentation. The developer presents the proposal, including floor plans and building profiles, to the City.	1	1
2- Review. A survey plan submitted by the developer is reviewed by Planning, and by Engineering if necessary.	1	1
3- Advertisement. Notices of a public hearing and Planning Board meeting are posted in the newspaper and mailed to property owners within 60 metres of the project site.	2	2
4- Public Hearing. Council holds a hearing to consider public input on the application.	1	1
5- Board Review and Recommendation. The Planning Board meets to consider staff and public input on the application. A recommendation to Council is prepared.	1-4	1-4
6- Council Decision. Council considers the recommendation and public comment and makes a final decision. Approval is subject to the reaching of development agreements. Rezoning approval is also granted at this time, if necessary.	1	1
7- Development Agreement. Agreements are drawn up for which the developer posts a bond or letter of credit.	3-4	3-4
Total Approval Time:	**10-14**	**10-14**

1.3 Process Changes

Since 1992, no changes to the land development process in Charlottetown have been made.

2 Building Approval

The building approval process runs concurrently with that of land development, since a developer must submit detailed building plans as part of the development proposal. Please refer to Step 1 in subsections 1.1 and 1.2.

	Time in Weeks
	Type A Singles
1- Preliminary Meeting. Often held to discuss the design before plans and drawings are finalized by the developer. **2- Application.** Submission of detailed building plans by the developer to the City. **3- Plan Review**. Municipal staff (Building, Fire, Engineering, Traffic, etc.) examine plans for compliance with the building code. A building permit is issued after final zoning and subdivision approval are granted.	1
Total Approval Time:	**1**

3 Inspection

The inspection process overlaps with the building approval process. The first inspection occurs at the pre-construction stage, prior to the issuance of a building permit. Inspections are performed by municipal staff at various stages of construction at the request of the developer.

Time in Weeks

	Type A Singles
Stage 1- Building and fire inspectors review all plans for compliance with building code before permit issuance.	response in < 1 day of request
Stage 2- Inspection of all framing at the completion of rough-in and prior to drywalling. Footings and foundation are inspected for compliance with building plans.	same as above
Stage 3- Inspection at the completion of drywalling.	same as above
Stage 4- Final inspection when construction is complete for compliance with building code. An occupancy permit is issued as required.	same as above
Total Approval Time:	n/a

4 Developer Comment

A member of the Prince Edward Island Home Builders' Association notes that development activity in Charlottetown at this time is quite low. Other than subdivisions, typical developments are low-rise residential infill projects of 4 to 6 units. As a result, it appears that there are no significant concerns regarding the regulatory processes and their timeframes. At this time, it is only possible to speculate on the impact of the implementation of the new municipal plan for the City. It is likely that rezoning will take longer, unless requisite plan amendments are processed at the same time.

Halifax Regional Municipality, Nova Scotia

In 1996, the City of Halifax, Town of Bedford, City of Dartmouth, and Halifax County were amalgamated to form the new Halifax Regional Municipality. Since then, almost every municipal service offered has or is in the process of being redefined, including land use planning. The development of a harmonized planning approval process is underway, an initiative that should be completed in 1998.

1 Land Development

The land development process in the Halifax Regional Municipality (HRM) includes Municipal Planning Strategy amendment, rezoning, and subdivision approval. The Municipal Planning Strategy amendment process, where required, runs concurrently with that of rezoning. Subdivision approval overlaps where necessary. As 18 different Municipal Planning Strategies designate all lands within the HRM, Scenario 2 is not applicable.

1.1 Municipal Planning Strategy Amendment (MPSA)

Community Councils assume the duties of Regional Council for local planning issues, such as MPSA applications, and may establish a Planning Advisory Committee (PAC). Unfortunately, the HRM was unable to provide an estimate of time needed for each step in the amendment process. Scenarios 1 and 4 apply here.

	Time in Weeks		
	Scenario 1 Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Pre-Application. Developer meets with Development Services and is advised of the approval steps, timeframes, and information requirements. **2- Application and Direction**. Application is received to determine if it is of local or regional interest. Applications of regional interest are processed by Regional Council, while those of local interest are referred to the local Community Council having jurisdiction. **3- Community Council**. Local council refers the application to the Planning Advisory Committee (PAC) for a public meeting. **4- Planning Advisory Committee (PAC)**. The PAC holds a public meeting to consider the application and solicit input. A report making recommendations to Community Council is prepared based on staff reports and public input. **5- Community Council Recommendation**. Local council considers the PAC report and makes a recommendation to Regional Council. **6- Setting of Public Hearing**. Regional Council may set the date for a public hearing, notice of which must be advertised a minimum of seven days prior to the hearing. **7- Public Hearing and Final Decision**. Regional Council holds hearing to consider public input on the application and reach a decision. If approved, it is sent for provincial approval. **8- Provincial Approval**. The Minister of Municipal Affairs grants final approval.	38-52	38-52	38-52
Total Approval Time:	**38-52**	**38-52**	**38-52**

1.2 Rezoning

Applications for rezoning approval are processed together with applications for MPSA, where required. As a result, under Scenarios 1 and 4, where a MPSA is required in addition to rezoning, the rezoning process has no impact on the total approval time. As with the MPSA process, the addition of Community Councils and Planning Advisory Committees (PAC) to the rezoning process means longer total approval times: in this case up to 3 weeks. Unfortunately, the HRM was unable to provide an estimate of time needed for each step in the amendment process.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Pre-Application. Developer meets with Development Services and is advised of the approval steps, timeframes, and information requirements.					

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
2- Application and Direction. Application is received and circulated to various departments for staff comment. It is then referred to the local Community Council having jurisdiction. **3- Community Council**. Local council refers the application to the Planning Advisory Committee (PAC) for a public meeting. **4- Planning Advisory Committee (PAC)**. The PAC holds a public meeting to consider the application and solicit input. A report making recommendations to Community Council is prepared based on staff reports and public input. **5- Final Decision**. Local council considers the PAC report and makes a decision. **6- Appeal Period**. A mandatory appeal period begins. If no appeal is made, Council's decision is final. If an appeal is made, the application goes to the Municipal Board.	16-26	16-26	16-26	16-26	16-26
Total Approval Time:	**16-26***	**16-26***	**16-26**	**16-26**	**16-26***

*Rezoning under Scenarios 1 and 4 has no impact on total approval time due to concurrent processing with MPSA.

1.3 Subdivision Approval

While there is some overlap with the MPSA and rezoning approval, the subdivision process usually wraps up about 4 weeks after these approvals are granted in order to draw up servicing agreements with the developer. The anticipated adoption of a harmonized subdivision approval process in 1998 is expected to add 11 to 15 weeks to the total approval time outlined here.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Pre-Application. Developer meets with Planning and is advised of the approval steps, timeframes, and information requirements.	2-4	2	2-4	2	2-4
2- Application. Developer submits final plans, cost estimates, etc.	1	1	1	1	1
3- Servicing Agreements. Plans are reviewed by Engineering to determine necessary services. Agreements are drawn up for which the applicant posts bonds.	6-12	6	6-12	6	6-12
4- Final Approval. Granted by Planning staff.	2	2	2	2	2
Total Approval Time:	11-19	11	11-19	11	11-19

1.4 Process Changes

Since the creation of the new Halifax Regional Municipality in 1996, the harmonization of the four existing planning approval processes has been ongoing. The goal is a consistent procedure across the municipality, one that allows sufficient opportunity for public involvement but does not impose undue time and expense on the applicant.

The addition of Community Councils and Planning Advisory Committees (PAC) to the land development process represents a significant change. The Halifax Regional Charter permits delegation of all planning approvals, except for those of regional significance, from Regional Council to local Community Councils. Five Community Councils have been approved by the HRM. Each Council may choose to establish a Planning Advisory Committee (PAC). Each PAC provides advice to the local Community Council on all rezoning, land use bylaw amendments, and development agreement applications. These committees are comprised of Community Council members and local citizens.

The addition of Community Councils and Planning Advisory Committees (PAC) to the land development process adds 6 to 10 weeks to the total approval time of MPSAs, and up to 3 weeks for rezoning. The anticipated adoption of a harmonized subdivision approval process in 1998 is expected to add 11 to 15 weeks to the total approval time.

2 Building Approval

The building approval process begins when land development approval is granted. A developer may apply for a building permit during the mandatory appeal period on a rezoning. (Please refer to Section 1.2, Step 5.) Although the process for housing types A and B is identical, building code review for housing type B is more complex and takes more time.

Due to amalgamation, permit applications are now received for non-serviced areas. As a result, circulation includes the Department of Health for septic tanks and wells, and the Department of Transportation for access permits. As of September 1997, the permit fees for single and semi-detached units is based on floor area. For all other types of construction the fee is still calculated on estimated value of construction. It is hoped that the HRM mechanized permit system will be fully implemented in all three customer service centres early in 1998. This system will allow simultaneous review, application tracking, inspection recording, and basic property information.

	Time in Weeks	
	Type A Singles	**Type B** Multi
1- Application. Submission of detailed building plans (3 sets), and square footage or value of construction calculations. **2- Circulation**. Plans are circulated and checked for compliance with the building code. This includes other internal and external agencies (Fire, Health, Transportation) for required approvals. **3- Permit Issue**. Once approvals are obtained, a building permit is issued.	1	2
Total Approval Time:	1	2

3 Inspection

The *Nova Scotia Building Code Regulations* were amended in 1996 to increase the number of mandatory inspections from three to five. The inspection of footings and framing is new. No construction activity, including excavation, can begin without a building permit. The process for each housing type is the same, where applicable. Inspections are performed by municipal staff at various stages of construction at the request of the builder.

		Time in Weeks	
		Type A Singles	Type B Multi
Stage 1-	Inspection of footings once in place. Excavation cannot begin without a building permit.	response in < 1 day of request	response in < 1 day of request
Stage 2-	Inspection of foundation and forms, drainage systems, damp proofing, anchor bolts, etc. prior to backfill.	same as above	same as above
Stage 3-	Inspection of framing, plumbing, electrical, and chimney construction prior to insulation.	same as above	same as above
Stage 4-	Inspection of insulation and vapour barrier prior to installation of interior wall finishes.	same as above	same as above
Stage 5-	Final inspection when construction is complete. An occupancy permit is issued as required.	same as above	same as above
	Total Approval Time:	n/a	n/a

4 Developer Comment

The developer contact in the Halifax Regional Municipality (HRM) does not agree with the timeframes as provided by the municipality. This contact suggests that the Municipal Planning Strategy amendment (MPSA) process can take up to 88 weeks, effectively doubling the 38 to 52 weeks indicated. Likewise, instead of the 16-26 weeks indicated for the process of rezoning, this contact suggests that a timeframe of 52 weeks is more accurate. The bulk of the time added occurs in the circulation of the application in Step 1, taking up to 30 weeks (please refer to Section 1.2). Finally, the process of subdivision approval can take up to 52 weeks, as opposed to the 11-19 weeks indicated in Section 1.3. The drawing up of servicing agreements in Step 3 accounts for most of the added time.

With respect to building approval, this contact notes that the addition in 1997 of the requirement for the preparation of a site grading plan adds approximately 2 weeks to the process. As a result, building approval takes 4 weeks. Suggested improvements to the regulatory process in the HRM include the limiting of development with on-site services (septic tanks and wells) and increased awareness among development officers in the area of alternative development standards and compact development.

This contact represents a firm responsible for the development of about 500 residential units annually, half of which are single-family units. The remaining units are evenly split between semis, townhouses, and multiples.

Saint John, New Brunswick

1 Land Development

The land development process in Saint John includes Municipal Development Plan amendment, rezoning, and subdivision approval. Scenario 2 is not applicable in Saint John as the Municipal Development Plan designates all land area within the municipality.

The Municipal Development Plan amendment process (MDPA) generally begins 7 or 8 weeks prior to that of rezoning approval, as necessary. The rezoning approval process then runs concurrently with that of the MDPA. Where necessary, the subdivision approval process also overlaps that of the MDPA and rezoning approval.

1.1 Municipal Development Plan Amendment

Municipal Development Plan amendment is the first consideration under the land development process in Saint John. Scenarios 1 and 4 apply here.

	Time in Weeks		
	Scenario 1 Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Advertise Proposal. Once an application is received, it is advertised by the City and preliminary public input is received.	7-8	7-8	7-8
2- Review and Report. Proposal is reviewed by various City departments and external provincial agencies. Based on the comments received, a report is prepared for the Planning Advisory Committee (PAC)—a citizen's body. **3- Planning Advisory Committee**. PAC sets a date for the public hearing, mails notices to affected residents, and holds hearing.	4-5	4-5	4-5
4- PAC Report. PAC meets to consider public input received and prepares a recommendation to Council based on staff and public input. **5- Council**. Application and PAC recommendation receive first and second reading from Council.	1	1	1
6- Provincial Approval. Council gives third reading to the application, and it is forwarded to the Minister of Municipalities, Culture and Housing for final approval.	4-6	4-6	4-6
Total Approval Time:	**16-20**	**16-20**	**16-20**

1.2 Rezoning

The rezoning approval process typically begins 7 or 8 weeks after that of the MDPA and is processed concurrently. In most cases, an MDPA is not required. The steps for rezoning are outlined below.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Review and Report. Proposal is reviewed by various City departments and external provincial agencies. Based on the comments received, a report is prepared for the Planning Advisory Committee (PAC)—a citizen's body. **2- Planning Advisory Committee**. PAC sets a date for the public hearing, mails notices to affected residents, and holds hearing.	4-5	4-5	4-5	4-5	4-5
3- PAC Report. PAC meets to consider public input received and prepares a recommendation to Council based on staff and public input. **4- Council**. Application and PAC recommendation receive first and second reading from Council.	1	1	1	1	1
5- Registration. Council gives third reading to the application and the rezoning is registered.	1	1	1	1	1
Total Approval Time:	**6-7***	**6-7***	**6-7**	**6-7**	**6-7***

*The total approval time for rezoning under Scenarios 1 and 4 reflects concurrent processing with MDPA.

1.3 Subdivision Approval

While there is some overlap with the MDPA and rezoning approval, the subdivision process usually wraps up 2 to 6 weeks after these approvals are granted in order to draw up servicing agreements with the developer.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Review and Report. Application is reviewed by various City departments. Based on the comments received, a report is prepared for the Planning Advisory Committee (PAC)—a citizen's body.	4-5	4-5	4-5	4-5	4-5
2- PAC Report. PAC meets to consider staff input and any public comment received at this meeting. **3- Council Approval.** Council approves application by resolution.	1	1	1	1	1
4- Servicing Agreements. Plans are reviewed by Engineering to determine details of servicing. Agreements are drawn up for which the applicant posts security.	2-6	2-6	2-6	2-6	2-6
Total Approval Time:	**7-12**	**7-12**	**7-12**	**7-12**	**7-12**

1.4 Process Changes

One significant change to the land development process in Saint John has been made since 1992. This change is reflected in Step 5 of the rezoning approval process. Please refer to Section 1.2. Applications no longer require provincial approval. In Step 5, Council gives third reading to the application at its next meeting and the amendment is registered. The result is a more streamlined process and a time savings of about 3 to 5 weeks.

One minor change has been made: the Planning Advisory Committee (PAC) no longer includes a member of Council.

2 Building Approval

The building approval process begins when the land development approvals are granted. The building approval process may begin prior to the completion of subdivision approval.

The building approval process for housing types A and B is identical, although building code review for housing type B is more complex and often takes more time. In fact, the plans for larger residential projects are pre-reviewed by the City under Step 2 below. Without this step, plan review for larger residential projects would take an additional 2 to 3 weeks.

	Time in Weeks	
	Type A Singles	**Type B** Multi
1- Application. Submission of detailed building plans (2 sets) and permit fees. **2- Plan Review.** Plans are reviewed by various city departments for compliance with the building code and municipal requirements. **3- Permit Issued.** Once plans meet all conditions, the permit is issued.	1	1
Total Approval Time:	1	1

3 Inspection

The inspection process begins at the pre-construction stage. The process for each housing type is the same, where applicable. Inspections are performed by municipal staff at various stages of construction at the request of the developer. Electrical inspections are completed by the province.

	Time in Weeks	
	Type A Singles	**Type B** Multi
Stage 1- Inspection of foundation and footings before the start of construction.	response in < 1 day of request	response in < 1 day of request
Stage 2- Inspections occur every 1-2 weeks during various construction stages, including framing, rough-in, etc.	same as above	same as above
Stage 3- Final inspection of plumbing, gas, electricity, safety, etc. when construction is complete. Developer now applies for occupancy permit.*	same as above	same as above
Total Approval Time:	n/a	n/a

For housing type B projects, it may take up to 25 weeks for an occupancy permit to be issued if parking and landscaping features cannot be finished due to weather. Units may be sold and occupied by the developer, but a permit is not issued until outstanding agreements are inspected.

4 Developer Comment

The developer contact in Saint John finds the regulatory steps and timeframes outlined here to be accurate. In fact, this contact suggests that some approvals may be obtained in less time than presented. With respect to seeking approval for higher density development, this contact notes that agreement may be achieved by assuming ownership for the total street through the use of a neighbourhood association.

One suggestion for improvement to the regulatory process is offered by this contact: signing authority for more than one staffer in a given city department. It is estimated by this contact that 10-20 percent of total approval time is the result of delays in signing off on approvals.

This contact represents a development firm that, on average, constructs 15-20 units annually. Almost all of these units (90 percent) are garden homes (row housing). The remaining units are single dwellings.

Laval, Quebec

1 Land Development

The land development process in Laval is slightly different from that of the other municipalities in this study. In Laval, Development Plan amendment, rezoning, and subdivision approval are not individual processes *per se*, but single steps within the much larger land development process. And because these steps occur concurrently within this process, the need for Development Plan amendment and/or rezoning has no impact on the total approval time. Development Plan amendment, rezoning, and subdivision approval are presented with respect to the overall land development process. Each approval step is then outlined in more detail.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Proposal Submission. Developer presents proposal to Planning. Planning determines feasibility of the proposal and if a DPA is required. A Council report is prepared.	4-8	4-8	4-8	4-8	4-8
2- Preliminary Decision. Council considers Planning report and determines if the proposal should proceed. If it is to proceed, first approval is granted by Council.	2	2	2	2	2
3- Review, DPA Process and/or Rezoning. Staff in the Public Works and Environment Department conduct detailed study of plans to determine how the site will be serviced. Service levels, links to existing infrastructure, and costs are determined. For projects of under 20 units, the developer may get approval to construct the services privately. This can reduce the review time from 30 weeks to 12. Actual processing of DPA and/or rezoning begins here. If both are required, they are processed together. Refer to Section 1.1 for more detail on DPA. Refer to Section 1.2 for more detail on rezoning.	12-30	12-30	12-30	12-30	12-30
4- Final Decision. Council grants second and final approval to the development once infrastructure costs have been paid by the developer and DPA approval is granted by the province.	2	2	2	2	2
5- Subdivision Permit Approval. Although the components of the subdivision (servicing, road and lot layout) are determined is Step 3, the permit is applied for here. This process is outlined in Section 1.3.	2-4	2-4	2-4	2-4	2-4
6- Construction of Infrastructure. Infrastructure and services construction is carried out by a contractor hired by the City and paid for by the developer. Construction may begin when application of subdivision permit approval is made.	6-10	3-6	6-10	3-6	3-10
Total Approval Time:	**28-56**	**25-52**	**28-56**	**25-52**	**25-56**

1.1 Development Plan Amendment (DPA)

In Québec, the Development Plan is a regional one with which local Planning Programs must conform. Amendments required to support Scenario 1 applications are made to the regional Development Plan and are initiated by the regional council. Laval is both a local municipality and a region. As such, Laval Council has the ability to initiate amendment of the Development Plan. This process occurs in Step 3 of the land development process, where required, and has no impact on the total approval time.

	Time in Weeks	
	Scenario 1 Amendment of Plan Needed	
	Type A Singles	**Type B** Multi
1- Initiation. Laval Council initiates the DPA, sets a date for and advertises a public hearing on the amendment. **2- Public Hearing**. Hearing is held to consider the amendment. The rezoning will share the same hearing. If the application is not controversial, Council may approve it in one reading at the hearing. **3- Council Decision**. If Council approves the application, it is forwarded to the Province for review and final approval. **4- Final Approval**. The Province grants final approval.	15	15
Total Approval Time:	15*	15*

*DPA approval has no impact on the total approval time for the land development process in Section 1.

1.2 Rezoning

Once Public Works and Environment staff conduct a detailed study of the servicing requirements, rezoning under Scenarios 1 and 4 begins. Rezoning is processed concurrently with the DPA, where required. Rezoning occurs in Step 3 of the land development process and has no impact on the total approval time.

	Time in Weeks		
	Scenario 1 Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Initiation. Laval Council initiates the rezoning by adopting a draft bylaw, and by setting a date for and advertising a public hearing. **2- Public Hearing**. Hearing is held to consider the rezoning. If a DPA is required the hearing will be shared. **3- Notice of Opposition**. After the hearing, Council adopts a second draft bylaw, with or without changes, depending upon the consultation. Notice is given that qualified voters may request approval on each matter of the draft bylaw within 8 days. If no request for approval is made, Council adopts the draft bylaw. **4- Splitting of Draft Bylaw**. If enough requests for approval are made, the draft bylaw can be split by Council into two parts. One part includes matters not needing approval to be adopted by Council. The other part includes matters needing approval for which further processing is required. Notice is given that qualified voters may register their opposition to this part of the bylaw. **5- Registration of Opposition**. If not enough voters sign the register, Council adopts the draft bylaw. If enough voters sign the register, Council may withdraw the bylaw or hold a referendum poll. Based upon the referendum poll results, the draft bylaw is approved or rejected. **6- Council Decision**. If application is not opposed, Council will approve it and send it for publishing.	8-12	8-12	8-12

	Time in Weeks		
	Scenario 1 Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A/B** Singles/Multi
7- Publishing of Bylaw. The new bylaw is prepared and published and comes into effect immediately.	2	2	2
Total Approval Time:	**10-14***	**10-14***	**10-14***

*Rezoning has no impact on the total approval time for the land development process in Section 1.

1.3 Subdivision Permit Approval

For the housing types surveyed in this study, an application for subdivision permit approval is mandatory. As with DPA and rezoning, subdivision permit approval is but one step in the overall land development process. An application for a subdivision permit may be filed once the DPA and rezoning approvals are granted, where required. Subdivision permit approval occurs in Step 5 of the land development process and has no impact on the total approval time.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Permit Application. Application to subdivide filed with Planning. Staff review to ensure conformity with servicing plans made in Step 3 of the DPA and/or rezoning processes. **2- Council Approval**. Council reviews details of application. **3- Planning Approval**. Planning grants final approval.	2-4	2-4	2-4	2-4	2-4
Total Approval Time:	**2-4***	**2-4***	**2-4***	**2-4***	**2-4***

*Subdivision permit approval has no impact on the total approval time for the land development process in Section 1.

1.4 Process Changes

One significant change to the land development process in Laval has been made since 1992. This change is reflected in Step 4 of rezoning in Section 1.2. In 1996, Québec planning legislation was changed in an attempt to simplify rezoning approvals. In the past, once the public hearing was held, the public had four days to register on a referendum list concerning the draft bylaw. Matters for referendum included change of use, density ratio, parking, setbacks, signs, etc. If opposition warranted, a referendum poll on the draft bylaw was held. Now with the change in 1996, the entire draft bylaw is not considered for a possible referendum poll. Only those matters for which a sufficient number of citizens have expressed concern are submitted to a referendum, while the uncontested matters of the draft bylaw are adopted.

As before, the draft bylaw takes effect once published.

2 Building Approval

The building approval process may begin once the DPA and rezoning approval processes are complete, although a permit may not be issued until subdivision approval is granted. Concurrent processing of building approval results in no impact on the total approval time.

The process for housing types A and B varies somewhat as the building code review for housing type B is more complex and often takes more time. When a building is to be constructed in a flood-prone area, or within 15 metres of a watercourse, approval of the plan by the City Department of Environment is required. This can add 4 to 8 weeks to the building approval process.

	Time in Weeks	
	Type A Singles	**Type B** Multi
1- Application. Submission by developer of one application per building. **2- Plumbing Permit.** Application by developer for permit to connect buildings to water and sewer lines.	1	1
3- Plan Review. Plans are reviewed by building inspector for compliance with the building code and zoning.	2	1
4- Architect Review. Housing type B plans are reviewed by an architect for compliance with safety regulations in the code.	n/a	2
3- Permit Issued. Once plans meet all conditions and approval for subdivision is granted, the building permit is issued.	1	1
Total Approval Time:	**4***	**5***

*Building approval has no impact on the total approval time for the land development process in Section 1.

3 Inspection

The inspection process begins at the pre-construction stage. The process for each housing type is the same, where applicable. Inspections are performed by municipal staff at various stages of construction.

	Time in Weeks	
	Type A Singles	**Type B** Multi
Stage 1- Inspection of foundation, footings, and ensure conformity with building plans.	response in < 1 day of request	response in < 1 day of request
Stage 2- One inspection of type A housing during framing, and two of type B projects (accompanied by architect).	same as above	same as above
Stage 3- Plumbing inspector checks exposed water and sewer connections at the request of the builder.	same as above	same as above
Stage 4- Final inspection by building inspectors.	same as above	same as above
Total Approval Time:	**n/a**	**n/a**

4 Developer Comment

The developer contact for Laval represents a firm that builds 25 to 30 single detached dwellings on average each year. One of the main concerns of this contact is the lack of coordination between the various municipal departments involved in development approval. It would appear that this concern relates mostly to procedural matters. For instance, Planning requires permitting fees up front, whereas Engineering does not require the fees until water and sewer connections are complete. This contact suggests that a coordinated one-stop shop system would be of great use in Laval.

Another concern is the time it takes to get approval for infrastructure works necessary for construction of the units. This is a function of the land development process in Laval in that no matter the approvals required, the total approval time is the same. In this case, the timeframe is approximately 52 weeks. An interesting viewpoint is also provided by this contact regarding inspections, or the lack of them. This contact notes that

there is little in the way of inspections throughout construction, including final inspection. The exception here is the inspection of water and sewer connections. This is not something highlighted by the developer contacts in any of the other municipalities, and the inspection process in Laval appears to differ very little from that of the other municipalities.

Mississauga, Ontario

Significant changes have been made to the land development process in Mississauga since 1992, the result of legislative changes to the *Planning Act*. These changes affect the total approval time in Mississauga. Please refer to Section 1.4.

1 Land Development

The land development process in Mississauga includes Official Plan amendment, rezoning, subdivision, and site plan approval. These approvals may be processed concurrently. As the Official Plan designates all land area within the municipality, Scenario 2 is not applicable in Mississauga. The total approval times outlined here represent the results of a just-completed survey conducted by the city. Industrial and commercial applications receive priority over those for residential projects.

1.1 Official Plan Amendment

The Official Plan amendment (OPA) is the first consideration under the land development process in Mississauga. Scenarios 1 and 4 apply here.

Time in Weeks

	Scenario 1 Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Circulation of Application. Application received and circulated to various City departments, the Region of Peel, Ministry of Municipal Affairs, and other outside agencies. Review agencies then meet with applicant to discuss revisions or outstanding conditions of approval.	9	9	9
2- Public Information Report. Once revisions and conditions have been met, the area planner prepares a public information report containing the comments of the review agencies. No recommendation is made at this time.	7	7	7
3- Public Information Meeting. Planning and Development Committee (PDC) meets to consider the report. This meeting constitutes a formal public meeting under the *Planning Act*. If no public concerns exist, the PDC may forward the application directly to Council. A supplementary report is required.	1	1	1
4- Supplementary Planning Report. Area planner reviews public comment to address/resolve any issues raised, and prepares a report outlining this information. Report also includes planning analysis and a recommendation.	12	12	12

	Time in Weeks		
	Scenario 1 Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A/B** Singles/Multi
5- PDC. Planning and Development Committee considers the supplementary report. Members of the public requesting it receive written notice of this public meeting. The PDC makes a recommendation to Council.	1	1	1
6- Council Decision. Council considers and adopts the PDC recommendation. If approval is denied, the applicant may appeal to the Ontario Municipal Board (OMB).	1	1	1
7- Preparation of Amendment. If Council approves the application, the area planner prepares the OPA to go to Council for bylaw adoption.	10	10	10
8- Final Approval. Application is forwarded to Region of Peel for final approval on behalf of the Province.	4	4	4
Total Approval Time:	**45**	**45**	**45**

1.2 Rezoning

Rezoning applications are processed together with applications for Official Plan amendment (OPA), where required. As a result, the first six steps of the rezoning approval process are identical to those of the OPA and applications are circulated together in Step 1. The staff report addresses both applications, as does the public hearing. Under Scenarios 1 and 4, where an OPA is required in addition to rezoning, the rezoning approval process has no impact on the total approval time.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Circulation of Application. Application received and circulated to various City departments, the Region of Peel, Ministry of Municipal Affairs, and other outside agencies. Review agencies then meet with applicant to discuss revisions or outstanding conditions of approval.	9	9	9	9	9
2- Public Information Report. Once revisions and conditions have been met, the area planner prepares a public information report containing the comments of the review agencies. No recommendation is made at this time.	7	7	7	7	7
3- Public Information Meeting. Planning and Development Committee (PDC) meets to consider the report. This meeting constitutes a formal public meeting under the *Planning Act*. If no public concerns exist, the PDC may forward the application directly to Council. A supplementary report is required.	1	1	1	1	1

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Scenario 4 High Density
	Type A Singles	Type B Multi	Type A Singles	Type B Multi	Type A/B Singles/Multi
4- Supplementary Planning Report. Area planner reviews public comment to address/resolve any issues raised, and prepares a report outlining this information. Report also includes planning analysis and a recommendation.	12	12	12	12	12
5- PDC. Planning and Development Committee considers the supplementary report. Members of the public requesting it receive written notice of this public meeting. The PDC makes a recommendation to Council.	1	1	1	1	1
6- Council Decision. Council considers and adopts the PDC recommendation. If approval is denied, the applicant may appeal to the Ontario Municipal Board (OMB).	1	1	1	1	1
7- Preparation of Bylaw. If Council approves the application, the area planner prepares the rezoning bylaw for passage by Council. If the bylaw is passed, the City must provide written notice within 15 days of approval. Within 20 days of the notice, any person may file an appeal to the OMB. If no appeals are filed, the bylaw comes into effect at the end of the appeal period, provided the OPA has been approved (where required).	10	10	10	10	10
Total Approval Time:	**41***	**41***	**41**	**41**	**41***

*Rezoning under Scenarios 1 and 4 have no impact on total approval time due to concurrent processing with OPA.

1.3 Subdivision Approval

Applications for subdivision approval may also be processed concurrently with related applications for rezoning. However, in most cases, the applications for rezoning and OPA are processed first.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Scenario 4 High Density
	Type A Singles	Type B Multi	Type A Singles	Type B Multi	Type A/B Singles/Multi
1- Application to Region of Peel. Application is received by the Region and circulated to its own departments, Ministry of Municipal Affairs, and the City of Mississauga.	1	1	1	1	1
2- Circulation of Application. Application received by the City and circulated to various departments. All levels of government meet with applicant to resolve any issues.	12	12	12	12	12
3- Public Information Report. Once any issues are resolved and conditions have been met, the area planner prepares a public information report containing the comments of the review agencies. No recommendation is made at this time.	5	5	5	5	5

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Scenario 4 High Density
	Type A Singles	Type B Multi	Type A Singles	Type B Multi	Type A/B Singles/Multi
4- Public Information Meeting. Planning and Development Committee (PDC) meets to consider the report. This meeting constitutes a formal public meeting under the *Planning Act*. If no public concerns exist, the PDC may forward the application directly to Council. A supplementary is report is required.	1	1	1	1	1
5- Supplementary Planning Report. Area planner reviews public comment to address/resolve any issues raised, and prepares a report outlining this information. Report also includes planning analysis and a recommendation.	11	11	11	11	11
6- PDC. Planning and Development Committee considers the supplementary report. Members of the public requesting it receive written notice of this public meeting. The PDC makes a recommendation to Council on whether to approve the application subject to fulfillment of conditions.	1	1	1	1	1
7- Council Decision. Council considers and adopts the PDC recommendation. If approved, Council recommends to Region of Peel that draft plan approval be granted. If approval is denied, the applicant may appeal to the Ontario Municipal Board (OMB).	2	2	2	2	2
8- Draft Approval. Region grants draft plan approval subject to conditions of the supplementary planning report.	2	2	2	2	2
9- Plan to be Registered. A "Plan to be Registered" report is prepared by the Region. The report presents the subdivision plans and is circulated to Regional departments, Province, and the City to ensure conditions of approval are met.	4	4	4	4	4
10- Servicing Agreements. Applicant and City engineers meet to establish engineering submissions which address all servicing matters. Submissions are reviewed and form the Subdivision and Development Agreements. Developer posts a bond once agreements are made.	24	24	24	24	24
11- Enactment of Agreements. City Council enacts agreements and forwards them to the Region. The agreements are then circulated to relevant review agencies to verify conditions. **12- Registration of Plan of Subdivision**. Letters of clearance are sent by relevant review agencies to the City. The City forwards these letters to the Region for final approval and registration of the subdivision.	6	6	6	6	6
Total Approval Time:	**69**	**69**	**69**	**69**	**69**

1.4 Process Changes

Several changes to the land development process in Mississauga have been made since 1992. These changes reflect the legislative requirements of the *Planning Act* in Ontario. Two significant changes have been made to the land development process in general.

In 1993, a procedural change was made to break the public consultation process into two stages. This was done since the City, in accordance with the *Planning Act*, believed it to be inappropriate for staff to bring forth a recommendation on an application before the public has had an opportunity to provide input. As a result, no recommendation is offered by staff in the public information report prepared for the public information meeting held by the PDC. A recommendation is made in the supplementary planning report once public input is received. This changes results in 6 weeks added to the total approval time.

Second, the *Planning Act* now prescribes the information required to form a complete application. In 1996, a pre-application meeting was added to the land development process, and applicants are strongly advised to participate so that they are aware of the necessary approvals and the information and study requirements for a complete application. While it is difficult to determine the amount of time saved by this initiative, staff are seeing fewer incidents of incomplete application, a situation which can considerably increase the total approval time.

Changes have also been made to the specific approvals that comprise the land development process in Mississauga. With respect to the process of Official Plan amendment, the final approval authority was transferred to the Region of Peel from the Province late in 1997. This change has cut 3 or 4 weeks from the total approval time as circulation of the application has been streamlined. With respect to rezoning approval, the area planner now begins preparation of the bylaw implementing the application immediately upon Council approval, instead of waiting until all fees are paid. This initiative can potentially reduce the total approval time by up to 4 weeks. With respect to subdivision approval, Bill 163 and later Bill 20, both of which amended the *Planning Act*, added the requirement for public notice and a public meeting. Mississauga has adopted the same public consultation process followed by the OPA and rezoning approval processes. The result is the addition of about 6 weeks to the total approval time for subdivision. Please refer to Section 1.3.

Finally, the most recent change not reflected by this survey is the recent sub-delegation of approval authority for plans of subdivision to the City of Mississauga by the Region of Peel. Mississauga will now receive all applications for subdivision approval, circulate them (the Region now becomes a commenting agency), and be administratively responsible for draft approval and ultimately registration. The *Planning Act* provides the authority for this sub-delegation of approval. This initiative is likely to save several weeks in total approval time, although it is too soon to determine the extent of this saving.

2 Building Approval

Although the building approval process may begin during the land development process, permits are not issued until all approvals have been granted.

	Time in Weeks	
	Type A Singles	**Type B** Multi
1- Application. Developer submits building plans and supporting documents to Customer Service. Review file is set up and the application is entered into the computer system. **2- Zoning Plan Examination**. Review of drawings to verify compliance with zoning bylaw and development and service agreements. A list of other approvals, applicable laws and required fees is produced. **3- Building Engineering Plan Examination**. Review of drawings for compliance with Ontario Building Code and other applicable laws and servicing agreements.		

	Time in Weeks	
	Type A Singles	**Type B** Multi
4- Plumbing Plan Examination. Review of drawings for compliance with Ontario Building Code, other applicable laws, and plumbing matters of the servicing agreement. **5- Heating Plan Examination**. Review of drawings for compliance with Ontario Building Code, other applicable laws, and heating matters of the servicing agreement. **6- Fire Department Plan Review**. Review of drawings for compliance with safety regulations of the Ontario Building Code and other applicable laws. **7- Permit Issued**. Upon completion of review and addressing of all issues by the applicant, the permit is issued.	4-6	4-6
Total Approval Time:	4-6	4-6

3 Inspection

The inspection process begins at the pre-construction stage. The process for each housing type is the same, where applicable. Inspections are performed by municipal staff at various stages of construction at the request of the developer. Electrical inspections are completed by the province.

	Time in Weeks	
	Type A Singles	**Type B** Multi
Stage 1- Inspection of footings for Type A housing, and inspection of outside sewer servicing by Plumbing Inspector for both housing types.	response in < 1 day of request	response in < 1 day of request
Stage 2- Inspection of framing construction once rough-ins for heating, plumbing and electrical are made.	same as above	same as above
Stage 3- Heating Inspector checks installation of insulation.	same as above	Same as above
Stage 4- Final inspection by all inspectors.	same as above	same as above
Total Approval Time:	**n/a**	**n/a**

4 Developer Comment

The developer contact for Mississauga represents a firm that has built approximately 700 low-medium density residential units in the City in the past five years. This contact generally concurs with the regulatory steps and timeframes presented here. There are a few exceptions. First, it is the experience of this contact that circulation of OPA and rezoning applications (see Step 1 in Sections 1.1 and 1.2) usually takes less time than the 9 weeks indicated. On the other hand, the circulation of a plan of subdivision application at 12 weeks (see Step 1 in Section 1.3) should take no longer than that of OPA and rezoning applications. Likewise, this contact finds 24 weeks for engineering submissions in the subdivision approval process (see Step 10 in Section 1.3) to be far too long.

With respect to building approval, this contact is concerned that this process does not run concurrently with the land development process. In Mississauga, the building approval process begins after the Subdivision and Development Agreements are enacted by Council and registration of the plan of subdivision is imminent. This contact also notes that only "repeat" permits are processed within the 4-6 weeks presented in Section 2, and that permits for "new" product typically take between 11 and 13 weeks. By starting building approval earlier in the subdivision approval process, a considerable amount of time could be cut from the total approval time, particularly for new product.

This contact finds the City's *Development Requirements Manual* to be quite helpful. Produced by the Transportation and Works Department, this document outlines the requirements for subdivisions, site plans, rezoning, condominium, and land division, and includes engineering design standards, financial requirements, and engineering policies and procedures. While this contact finds the overall approval process in Mississauga onerous and lengthy compared to other municipalities, the situation has improved, particularly due to recent streamlining initiatives.

Winnipeg, Manitoba

The City of Winnipeg is undergoing the most significant organizational restructuring since the creation of the "unicity". It is expected that the regulatory processes and timeframes of land development will feel the effects of this initiative. The processes presented here are as they stand in 1997 and at least the first half 1998.

1 Land Development

The land development process in Winnipeg includes Development Plan amendment, rezoning, and subdivision approval. The processes for rezoning and subdivision approval are identical, and applications requiring both are processed together (DASZ).

1.1 Development Plan Amendment (DPA)

In 1996, the *City of Winnipeg Act* was amended to streamline the DPA process. While this process cannot be fully integrated with that of rezoning and subdivision approval, there is some overlap. Please refer to Section 1.2. As the Development Plan designates all land area within the municipality, Scenario 2 is not applicable in Winnipeg.

	Time in Weeks	
	Scenario 1 Amendment of Plan Needed	
	Type A Singles	**Type B** Multi
1- Property and Development Services. Staff and area councilor meet to determine initial support and merit of application. A formal application is filed if it is to proceed.	1-2	1-2
2- Administrative Coordinating Group. Application is reviewed, and a report and draft by-law is prepared for submission to the Chief Administrative Officer.	2-4	2-4
3- Chief Administrative Officer. CAO considers report and forwards to Executive Policy Committee.	1-2	1-2
4- Executive Policy Committee. EPC considers report and forwards to Council.	2-4	2-4
5- Council. Council gives by-law first reading and forwards application to EPC for public hearing.	2-4	2-4
6- Public Hearing. Public hearing is held and EPC considers public input for preparation of recommendations to Council.	4-6	4-6
7- Council. Council gives by-law second reading and forwards to province for approval.	2-4	2-4
8- Provincial Approval. Minister approves or rejects by-law and may refer application to Manitoba Municipal Board. By-law is forwarded to Council for third reading.	6	6
9- Council. Council gives by-law third reading. If Council rejects amendment, Minister may refer it to the Lieutenant Governor in Council.	2-4	2-4
10- Lieutenant Governor. By-law may be enacted, if necessary.	4-6	4-6
Total Approval Time:	**26-42**	**26-42**

1.2 Development Application, Subdivision and Rezoning (DASZ)

The processes for rezoning and subdivision approval are identical. Where development proposals require both rezoning and subdivision approval, applications are processed together under the DASZ process. DASZ may be processed concurrently with DPA.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Property and Development Services. The application is reviewed, and if approval seems unlikely, staff inform developer not to invest in detailed plans. Application is sent to the Administrative Coordinating Group. ACG identifies site details to be addressed and determines servicing. Servicing agreements are established and outlined in ACG report. Staff prepares report outlining its recommendations to the Community Committee. Developer may post bond.	3-4	3-4	3-4	3-4	3-4
2- Public Hearing. Community Committee holds a public hearing to consider the ACG and staff reports on the application. For Scenario 1 proposals requiring a DPA, the public hearing is not held until Step 5 of the DPA process in Section 1.1. A report outlining the recommendations of the Community Committee is prepared and forwarded to Committee on Property and Development.	4-8	4-8	4-8	4-8	4-8
3- Committee on Property and Development. CPD considers the report, forwards it and its own recommendations to the Executive Policy Committee.	4-8	4-8	4-8	4-8	4-8
4- Executive Policy Committee. EPC considers report and forward to Council.	2-4	2-4	2-4	2-4	2-4
5- Council Review. Council considers application and if approved, issues instructions for the execution of servicing agreements, preparation of draft by-law, preparation of legal plan, etc. Council can revise servicing agreements if it feels they are too onerous on the developer. If bond was not posted in Step 1, the developer posts it now.	6-14	6-14	6-14	6-14	6-14
6- Council. Council gives the draft by-law its three readings.	1-2	1-2	1-2	1-2	1-2
Total Approval Time:	**20-40**	**20-40**	**20-40**	**20-40**	**20-40**

1.3 Process Changes

The *City of Winnipeg Act* was changed in 1996 in order to streamline the plan amendment process. DPAs now take anywhere from 26 to 42 weeks, whereas it used to take between 32 and 52 weeks. The time savings here are significant.

It should be noted that restructuring since 1992 has resulted in the renaming of several review committees and departments. The Committee on Planning and Community Services is now the Committee on Property and Development. The Planning Department is now the Property and Development Services Department. Finally, the Chief Administrative Officer replaces the Board of Commissioners in the DPA process.

2 Building Approval

The building approval process begins when land development approval is granted. Building approval in Winnipeg differs significantly for housing types A and B, with housing type B review taking anywhere from 7 to 18 weeks longer. As a result, the building approval process for housing types A and B are presented separately here.

In 1995, administrative changes were made to the permitting process to relieve the applicant from carrying the plans through the various stages of development and building approval. A "One Stop Shop" concept was adopted with somewhat reduced timeframes.

	Time in Weeks **Type A** Singles
1- Application. Submission of construction drawings (2 sets) and site plan to Zoning and Permits. Building permit is drawn up and copy of site plan and permit are sent to Water and Waste for review of sewer and water hookups, and lot grading and approaches. Building plans and permit are sent to Plan Examination for code approval. **2-** Water and Waste faxes approval and any written comments for developer to Tracker. Water and Waste faxes same to Streets Engineering for approach approval and processing of fees. Streets Engineering faxes approvals and fees to Tracker for processing. **3- Permit Issue**. Zoning and Permits calculates fees and contacts developer for costs and pickup.	1 day
Total Approval Time:	**1 day**

	Time in Weeks **Type B** Multi
1- Application. Submission of construction drawings (4 sets), architectural drawings (2 sets), and site plan to Zoning and Permits. • 2 sets of construction drawings sent to Fire Department for plan approval • 1 set of construction drawings sent to Water and Sewer for hookups approval • 1 set of construction drawings sent to Streets Engineering for plan approval • 1 set of architectural drawings sent to Streets and Transport for approach approval • 1 set of architectural drawings sent to Zoning for approval. **2-** Development officer writes up building permit to be processed by the permit tracking system. Tracker sends appropriate drawings to all departments involved.	2
3- Once plans are approved by various departments, approvals are faxed to Tracker for processing. Plans from Fire Department are returned and sent to Plan Examination for code approval.	4
4- Upon approval of Plan Examination, application and plans sent to Zoning and Permits. Development officer completes application and forwards all approvals and plans (2 sets) to permits section.	1-12*

	Time in Weeks Type B Multi
5- Permit Issue. Permits calculates fees and contacts developer for costs and pickup.	1 day
Total Approval Time:	**7-18**

*in extreme cases only

3 Inspection

In 1996, the Housing Inspection Branch was created. Inspectors are trained and qualified to inspect plumbing, electrical, and framing for single family and duplex housing. Now one inspector can handle all inspections during various stages of construction, eliminating confusion over who should be contacted. The inspection process has been affected by these changes.

	Time in Weeks Type A Singles	Type B Multi
Stage 1- Pre-backfill inspection, including: footings and pilings; exterior drain pile; leads; tie hole and damp proofing; foundation support beams; etc.	response in < 1 day of request	response in < 1 day of request
Stage 2- Rough-in inspection, including: vents, stacks, and underground rough-in; electrical service and rough-in; roof construction; walls and floors framing; beams and columns; stairs; flashings; interior drain tile; sump pit.	same as above	same as above
Stage 3- Final inspection, including: plumbing fixtures and back flow installation; electrical fixtures, polarity, cover plates, panel identification and smoke alarms; hand rail/guards; bridging and strapping; radon gas protection; exterior finish; secondary access landing.	same as above	same as above
Total Approval Time:	**n/a**	**n/a**

4 Developer Comment

The developer contact in Winnipeg finds that the regulatory steps and timeframes presented here accurately reflect the existing situation in the City. The only cause for concern noted is the wide variation in approval times in both the DPA and DASZ processes. This contact also notes that amendments to *Plan Winnipeg* (DPA) are not frequently required, due largely to the very broad, general nature of the Plan.

At this time, there appear to be two main concerns of the development community. First, the Manitoba Home Builders' Association is working closely with the City of Winnipeg with respect to its "One Stop Shop" initiative begun in 1995. While this approach has addressed the need for a developer to visit various locations to obtain the necessary approvals for building permits, the promise of approval within 24 hours for single family housing has failed, with most applications taking 5 days or more. Most of these applications are filed by known builders for homes in established subdivisions, with zoning, engineering, and grading plans already on City file. The Association has offered several recommendations to the City regarding the establishment of more realistic approval times, priority for professional builders, changes to the existing permit tracking system, and enhanced staffing during peak periods (summer).

Another difficulty that is beyond the scope of this study is that of City development standards and competition from surrounding municipalities. Winnipeg has difficulty competing for development due to an ongoing realty tax problem and more elaborate infrastructure requirements. While the City is able to handle

residential development applications in a timely manner, these units are too expensive for the marketplace, according to the development community contact. This contact believes that more should be done in order to provide for affordable land within Winnipeg.

This contact represents a firm responsible for the development of about 1/3 of the homes built in Winnipeg.

Regina, Saskatchewan

An additional development scenario must be considered for the City of Regina: Urban Holding. The City's Municipal Development Plan designates undeveloped lands within the jurisdiction as "urban holding". While development proposals in these designated areas do not require an amendment to the Municipal Development Plan, a Neighbourhood Concept Plan must be prepared and approved. The Neighbourhood Concept Plan provides the City with an idea of the proposed development and the services it is likely to require, such as land for schools, infrastructure, etc.

1 Land Development

The land development process in Regina consists of Municipal Development Plan amendment, Neighbourhood Concept Plan, rezoning, and subdivision approval. These processes run concurrently, although subdivision approval cannot be completed until all other approvals are granted. As the Municipal Development Plan designates all lands within the jurisdiction, Scenario 2 is not applicable in Regina.

1.1 Municipal Development Plan Amendment

The Municipal Development Plan Amendment (MDPA) is the first consideration under the land development process in Regina. Scenario 1 applies here.

	Time in Weeks	
	Scenario 1 Amendment of Plan Needed	
	Type A Singles	**Type B** Multi
1- Application. Developer submits letter to Planning Division describing the site, the proposal, and why a MDPA should be considered. **2- Review**. Planning Division considers the feasibility of the amendment. If feasible, application is circulated to various internal and external commenting agencies for technical review. Voluntary community associations may comment.	4-6	4-6
3- Report. Comments are received and Planning Division prepares its recommendation for consideration by the Regina Planning Commission. The Commission includes 3 councilors and 10 private citizens. **4- Regina Planning Commission**. The Commission makes a recommendation to Council. If the proposal is to proceed, Council grants approval to advertise for a public hearing.	4-6	4-6
5- **Public Hearing**. Hearing is advertised for 2 weeks, at least 3 weeks before the hearing date. Council considers a by-law to amend the Plan. 6- **Decision**. Council gives by-law three readings at hearing.	4	4
7- **Provincial Approval**. By-law forwarded to Minister of Municipal Government for final approval.	0-4	0-4
Total Approval Time:	**12-20**	**12-20**

1.2 *Neighbourhood Concept Plan*

The process of Neighbourhood Concept Plan (NCP) approval is similar to that of the MDPA, but does not require a public hearing or provincial approval. Developers often submit a preliminary concept plan for review prior to making a formal application. This may add somewhat to the approval time.

	Time in Weeks Urban Holding	
	Type A Singles	Type B Multi
1- Application. Developer submits a NCP and letter to Planning Division describing the site, the proposal, and why approval should be granted for development. **2- Review**. Planning Division circulates the application to various internal and external commenting agencies for technical review. Voluntary community associations may comment. Substantial supplementary information may be required to address concerns raised during review.	12-26	12-26
3- Report. Final comments are received and Planning Division prepares its recommendation for consideration by the Regina Planning Commission. **4- Council Decision**. The Commission makes recommendation to Council that is accepted. Council decision is final.	4-6	4-6
Total Approval Time:	**16-32**	**16-32**

1.3 *Rezoning*

The process of rezoning approval is identical to that of the MDPA in Section 1.1. Rezoning does not require provincial approval as Council is the final authority.

	Time in Weeks Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Urban Holding
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Application. Developer submits letter to Planning Division describing the site, the proposal, and why a rezoning should be considered. **2- Review**. Planning Division considers the feasibility of the rezoning. If feasible, application is circulated to various internal and external commenting agencies for technical review. Voluntary community associations may comment.	4-6	4-6	4-6	4-6	4-6
3- Report. Comments are received and Planning Division prepares its recommendation for consideration by the Regina Planning Commission. **4- Regina Planning Commission**. The Commission makes a recommendation to Council. If the proposal is to proceed, Council grants approval to advertise for a public hearing.	4-6	4-6	4-6	4-6	4-6
5- Public Hearing. Hearing is advertised for 2 weeks, at least 3 weeks before the hearing date. Council considers a rezoning by-law. **6- Decision**. Council gives by-law three readings at hearing.	4	4	4	4	4
Total Approval Time:	**12-16***	**12-16***	**12-16**	**12-16**	**12-16***

*Rezoning under Scenario 1 and Urban Holding have no impact on total approval time due to concurrent processing with MDPA and NCP.

1.4 Subdivision Approval

While subdivision approval is processed concurrently with MDPA, NCP, and rezoning approval, the process usually wraps up 2 to 6 weeks later. This is due to the fact that servicing agreements cannot be drawn up until final approval has been granted for all other relevant applications.

Time in Weeks

	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Urban Holding**
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Application. Developer submits subdivision plans and application to Planning Division for circulation to various internal and external commenting agencies for technical review. Voluntary community associations may comment. **2- Report**. Comments are received and Planning Division prepares a report for consideration by the Regina Planning Commission. **3- Decision**. Council gives final approval to the application, but approval is held until all other approvals are granted.	6	6	6	6	6
4- Servicing Agreements. Developer meets with Engineering and other agencies (Fire, Environment, Parks, Traffic, etc.) to work out servicing agreements, and a bond is posted.	2-6	2-6	2-6	2-6	2-6
Total Approval Time:	**8-12**	**8-12**	**8-12**	**8-12**	**8-12**

1.5 Process Changes

Changes to the land development processes in Regina since 1992 are minor. The Development Concept Plan is now referred to as the Neighbourhood Concept Plan. Increased efficiencies in the Planning Division has resulted in time savings of about 2 weeks in each of the rezoning and MDPA processes.

2 Building Approval

The building approval process may be completed during the final step of the subdivision approval process (servicing agreements). The approval process for housing types A and B is generally the same, with the exception of Step 2. For housing type A, one permit supervisor can complete the entire review; however, for housing type B, several specialized permit supervisors are required.

Better coordination between various review agencies has reduced the building approval timeframes, and the building division has assigned a permit facilitator to coordinate the review process. Now for many type A projects, a building permit can be issued within 1 day.

Time in Weeks

	Type A Singles	**Type B** Multi
1- Application. Submission of detailed building plans (2 sets) and permit fees. **2- Plan Review**. For type A housing projects, plans are reviewed by one permit supervisor for zoning and code compliance. For type B housing projects, the plans are circulated to Zoning, Engineering, Fire, etc. for zoning and code compliance. **3- Permit Issued.** Once plans meet all conditions, the permit is issued.	< 1 week	2-3*
Total Approval Time:	**1**	**2-3**

3 Inspection

The inspection process begins at the pre-construction stage. The process for each housing type is the same, where applicable. Inspections are performed by municipal staff at various stages of construction at the request of the developer.

	Time in Weeks	
	Type A Singles	**Type B** Multi
Stage 1- Inspection of foundation footings, drainage, etc. before start of construction.	response in < 1 day of request	response in < 1 day of request
Stage 2- Inspections of plumbing, electrical, framing, etc. at rough-in, etc.	same as above	same as above
Stage 3- Inspection of insulation, heating, etc.	same as above	same as above
Stage 4- Final inspection and approval by all inspectors when construction is complete.	same as above	same as above
Total Approval Time:	**n/a**	**n/a**

4 Developer Comment

The developer contact in Regina notes no discrepancies with the regulatory steps and timeframes outlined in this study. In fact, based on the experience of this contact in other cities, it is suggested that the regulatory processes in Regina represent a suitable model for others to follow.

Calgary, Alberta

Significant changes have been made to the land development process in Calgary since 1992 in an attempt to streamline approvals. Specifically, these changes affect the review of development applications with the creation of a new Corporate Planning Application Group (CPAG) comprised of staff from various City departments.

1 Land Development

The land development process in Calgary includes approvals for Community Plan amendment, land use redesignation (rezoning), subdivision approval, and development permit. As with the other jurisdictions in this study, Calgary has an overall Municipal Development Plan (MDP). However, in addition to the MDP, and unlike the other cities, there are a number of Community Plans. Each Community Plan conforms with the MDP and provides guidelines for the development of certain portions of the City. The result is that Community Plans are amended to permit a particular development instead of the MDP.

Each land development approval may be processed concurrently. As the MDP designates all land within the city, Scenario 2 is not applicable in Calgary.

1.1 Community Plan Amendment

Community Plans include Area Structure Plans (ASP) for new, undeveloped areas, and Area Redevelopment Plans (ARP) for existing communities. ASP or ARP amendment is the first consideration under the land development process in Calgary. Unfortunately, Calgary was unable to provide an estimate of time needed for each step in the amendment process. Scenarios 1 and 4 apply here.

	Time in Weeks		
	Scenario 1 Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Preparation of Concept Plan. A concept plan is prepared by the developer. This process is initiated by the developer or by the City. **2- Review of Concept Plan.** The proposed concept plan is reviewed by the City. **3- Preparation of Draft ASP/ARP.** The City prepares a draft ASP/ARP based on the concept plan produced by the developer. **4- Circulation of Draft ASP/ARP**. The draft plan is circulated for comment and review. **5- Preparation of Proposed Plan.** Based on the circulation of the ASP/ARP, a final proposed plan is prepared for the Calgary Planning Commission. **6- Calgary Planning Commission.** The proposed plan is presented to the CPC for recommendation to City Council. **7- Public Hearing and Approval.** Council holds a public hearing on the proposed plan and reaches a final decision.	30-50	30-50	30-50
Total Approval Time:	**30-50**	**30-50**	**30-50**

1.2 Land Use Redesignation

Applications for land use redesignation may be processed together with applications for ASPs and ARPs, where necessary. The same steps are followed for both approvals, although land use redesignation without an ASP or ARP typically takes less time.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Pre-application Meeting. This meeting between the applicant and members of the CPAG team is encouraged by the City. This meeting is initiated by the applicant.	—	—	—	—	—
2- Application Submission and Initial Review. A complete application is submitted and is received by CPAG for initial review. A file manager is assigned to begin circulation.	1	1	1	1	1
3- Circulation of Application. Application is circulated for review to various referees, including relevant community associations.	3-4	3-4	3-4	3-4	3-4
4- CPAG Report. CPAG team meets to review the application and the comments received through circulation. CPAG forms a recommendation and prepares a report for Calgary Planning Commission.	5-7	5-7	4-6	4-6	5-7
5- Calgary Planning Commission. The report is presented to the CPC for recommendation to City Council.	2-3	2-3	2-3	2-3	2-3

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Scenario 4 High Density
	Type A Singles	Type B Multi	Type A Singles	Type B Multi	Type A/B Singles/Multi
6- Notification. After the CPC meeting, the application is advertised for 2 weeks so that public submissions by interested parties may be made prior to the public hearing at City Council.	4-6	4-6	4-6	4-6	4-6
7- Public Hearing. Council holds a public hearing on the application and reaches a final decision.	—	—	—	—	—
Total Approval Time:	**15-21***	**15-21***	**14-20**	**14-20**	**15-21***

*Land use redesignation under Scenarios 1 and 4 has no impact on total approval time due to concurrent processing of ASPs and ARPs

1.3 Subdivision Approval

Applications for subdivision approval may be processed concurrently with related applications for land use redesignation, as well as development permits is some instances. An appeal to the Subdivision and Development Appeal Board (SDAB) of a decision reached in Step 5 adds 4-5 weeks to the total approval time.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Scenario 4 High Density
	Type A Singles	Type B Multi	Type A Singles	Type B Multi	Type A/B Singles/Multi
1- Pre-application Meeting. This meeting between the applicant and members of the CPAG team is encouraged by the City. This meeting is initiated by the applicant.	—	—	—	—	—
2- Application Submission and Initial Review. A complete application is submitted and is received by CPAG for initial review. A file manager is assigned to begin circulation.	1	1	1	1	1
3- Circulation of Application. Application is circulated for review to various referees, including relevant community associations.	3-4	3-4	3-4	3-4	3-4
4- CPAG Report. CPAG team meets to review the application and the comments received through circulation. CPAG forms a recommendation and prepares a report for Calgary Planning Commission.	5-7	5-7	4-6	4-6	5-7
5- Calgary Planning Commission. The report is presented to the CPC or Subdivision Officer for approval.	—	—	—	—	—
Total Approval Time:	**9-12***	**9-12***	**8-11***	**8-11***	**9-12***

*Subdivision approval has no impact on total approval time due to concurrent processing with land use redesignation.

1.4 Development Permit

Development permits may be processed concurrently with subdivision or land use redesignation approvals, but are normally handled after the other approvals are granted. Development permits are not required for type A housing. An appeal to the Subdivision and Development Appeal Board (SDAB) of a decision reached in Step 5 adds 3-4 weeks to the total approval time.

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Scenario 4 High Density
	Type A Singles	Type B Multi	Type A Singles	Type B Multi	Type A/B Singles/Multi
1- Pre-application Meeting. This meeting between the applicant and members of the CPAG team is encouraged by the City. This meeting is initiated by the applicant.	n/a	—	n/a	—	—
2- Application Submission and Initial Review. A complete application is submitted and is received by CPAG for initial review. A file manager is assigned to begin circulation.	n/a	1	n/a	1	1
3- Circulation of Application. Application is circulated for review to various referees, including relevant community associations.	n/a	3-4	n/a	3-4	3-4
4- CPAG Report. CPAG team meets to review the application and the comments received through circulation. CPAG forms a recommendation and prepares a report for Calgary Planning Commission.	n/a	4-5	n/a	3-4	4-5
5- Calgary Planning Commission. The report is presented to the CPC for approval.	n/a	—	n/a	—	—
6- Notification. The CPC decision is advertised to allow affected parties the right to appeal the decision or the conditions of approval.	n/a	3	n/a	3	3
Total Approval Time:	**n/a**	**11-13**	**n/a**	**10-12**	**11-13**

1.5 Process Changes

The addition of the Corporate Planning Application Group (CPAG) in 1997 marks a significant change to the land development process in Calgary. CPAG is comprised of staff from various City departments—Engineering, Transportation, Parks and Recreation, and Planning and Building—involved in the review and recommendation of certain development applications. CPAG plays a role in the processing of applications for land use amendments, subdivisions, and development permits. The CPAG initiative is intended to streamline the approvals process by providing a "one stop" review of development applications.

2 Building Approval

Building approval in Calgary may be processed concurrently with the development permit; however, a permit is not issued until development permit approval is granted. Upon request, an application to fast-track show homes for type A housing may be made. The process takes 1 week with no extra charge for this service. Upon request, an application for a partial permit may be made to allow foundation construction to begin. A partial permit is process immediately and costs $44. In 1997, a new Single Construction Permit was introduced for one and two-family dwellings. It allows a single application for electrical, HVAC, plumbing and gas permits.

	Time in Weeks	
	Type A Singles	**Type B** Multi
1- Application. Application is submitted along with 2 sets of building plans. **2- Alberta Building Code Review.** Review of drawings for both housing types to verify compliance with safety regulations under the *Alberta Building Code*. Review of type B housing plans is more detailed and involves review by Fire Department, review of plumbing, heating, and building engineering. **3- Permit Issued.** Upon completion of review and addressing of all issues by the applicant, the permit is issued.	3	3
Total Approval Time:	3	3

3 Inspection

The inspection process begins at the pre-construction stage. The process for each housing type is the same, where applicable. Inspections are performed by municipal staff at various stages of construction at the request of the builder.

		Time in Weeks	
		Type A Singles	**Type B** Multi
Stage 1-	Inspection of footings, foundation, and services by building inspector.	response in < 1 day of request	response in < 1 day of request
Stage 2-	Inspection of framing construction once rough-ins for heating, plumbing and electrical are made.	same as above	same as above
Stage 3-	Final inspection by all inspectors before occupancy.	same as above	same as above
	Total Approval Time:	n/a	n/a

4 Developer Comment

The developer contact for Calgary represents a firm that develops between 400 and 500 residential units annually. This contact generally agrees with the regulatory steps and timeframes presented here, although it is the experience of this contact that the timeframes are getting longer. The housing market in Calgary is currently very strong. In 1997, more than 7000 type A units and more than 3000 type B units were approved. This has resulted in some of the timeframes being pushed out by several weeks. For its part, the City hired more than 60 staff in 1997 to assist in the processing of development applications.

While this contact has no direct experience in requesting significant increases in density beyond that permitted by the Community Plan and zoning bylaw, others have apparently run into local opposition and a lack of political support. Overall, this contact believes that the City of Calgary has a very efficient regulatory system, and that the City works continually with the development industry to make improvements.

Surrey, British Columbia

The City of Surrey did not respond to this survey, despite the fact that the Planning and Development Services Department recently completed an efficiency survey of its development approval system. A response was received from a development community contact in Surrey.

From the point of view of the developer contact, the timeframes presented in the original 1992 study reflect best case scenarios only. This contact cites several reasons for this, including: backlog of applications;

availability of planning staff; difficulty in the timely receipt of circulated information; and political intervention. For instance, amendment of the Official Community Plan (OCP) takes 8 weeks, according to the original study findings. In reality, it takes at least 2 to 6 weeks to have the application forwarded to the planner who will be responsible for processing the application. Further, the response time of provincial agencies, such as Transport and Fisheries, ranges anywhere from 8 to 15 weeks. While the City's Engineering Department has improved its response time, its comments have become too generic to identify any potential concerns.

There are other concerns regarding OCPA. There has been a tendency since 1992 to include large, multi-family developments into a Neighbourhood Concept Plan, the completion of which is meant to facilitate approval of an OCPA. The difficulty here is that completion of a NCP can take more than 2 years. Even if an NCP is not required, it can take more than 1.5 years to complete the land development process. The 1992 study pegged this timeframe at 1 year.

With respect to the building approval process, timeframes for type A housing have increased from the 1-6 weeks noted in the original study. According to the development contact, the City now requires building design guidelines to be implemented and registered for each project. The process of approvals through the Departments of Planning and Development Services and Legal have added 8 weeks to the total approval time.

Several improvements to the regulatory systems are offered by this contact, including the following.

- Areas where an NCP is not required should be clearly identified, as should the minimum number of hectares to be considered. Smaller areas could be put through the standard OCPA/rezoning process. The difficulty with the NCP process is that it is often to assemble the required number of residents to proceed to Council with an application.
- A small group of planners and engineers who can quickly steer applications through the process should be identified. Many excellent staff people exist.
- Application fees should be reviewed. At this time, the fees are too expensive, the process is too complicated, and money (or projects) are moving to other municipalities.
- On-line planners should be provided with more decision-making authority. Due to a top-down approach in Surrey, getting confirmation means waiting for a response from two or three levels above on-line staff.
- There should be better coordination between the Surrey Planning and Engineering Departments.
- Subdivision applications should proceed after introduction of the rezoning bylaw to allow the engineering and design process to start 2 to 3 months in advance. The current policy is to proceed only after third reading by Council, but on a $3 million project at 6.5% interest, a developer could save $16,250 each month in carrying costs.

The development community contact in Surrey represents a firm that builds, on average, between 250 and 350 single family units each year.

Summary of Findings

This section outlines the summary findings of this update study, based on a municipality-by-municipality analysis of the regulatory processes and timeframes for residential development in ten Canadian cities. It includes comparisons with the 1992 findings of the original study.

The total current approval times for each process—land development, building approval, and inspection—are measured in weeks, unless otherwise indicated. These timeframes reflect the development of two housing types under four typical development scenarios. The development scenarios include:

Scenario 1 – proposed project does not conform with the municipal plan;
Scenario 2 – proposed project site is within an area undesignated by the municipal plan;
Scenario 3 – proposed project conforms with the municipal plan; and,
Scenario 4 – proposed project seeks to substantially increase density above the municipal plan and zoning.

Scenario 4 is essentially a subset of Scenario 1, but is added as a proximate measure of the response of the regulatory system to the production of more affordable housing.

Two types were tracked through each of the regulatory processes under these development scenarios. The housing types include:

Type A - single family development (2-10 hectares); and
Type B – multiples and high-rise development.

Findings on total approval times in this update study are presented in bold, with findings of the 1992 report in brackets for easy comparison. The concurrent processing of various approvals, when it is allowed, may shorten total approval times. For instance, consider a rezoning application that also requires an amendment to the municipal plan. If the municipality processes the two applications at the same time, then the total approval time will generally be the same as that required for a rezoning that does not need an amendment to the municipal plan. The inspection process has no effect on the total approval time in any municipality. Please refer to the detailed findings of this report for a city-by-city presentation of the individual regulatory processes and timeframes, as well as developer comments, beginning on page 20. A summary comparison of all municipalities appears in Appendix A.

Although the City of Surrey did not respond, the comments from a local developer offer some insight. For further information, please see "Surrey" in Detailed Findings section.

St. John's, Newfoundland

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Scenario 4 High Density
	Type A Singles	Type B Multi	Type A Singles	Type B Multi	Type A/B Singles/Multi
1- Land Development Process					
• **Rezoning Approval**	**8-13** (7-8)	**8-13** (7-8)	**7-16** (11-14)	**7-16** (11-14)	**8-13** (no data)
• **Municipal Plan Amendment (MPA)**	**10-23** (16-22)	**10-23** (16-22)	**n/a** (n/a)	**n/a** (n/a)	**10-23** (no data)
• **Development Application (Subdivision)**	**5-9** (5-10)	**5-6** (5-6)	**5-9** (5-10)	**5-6** (5-10)	**5-6** (no data)
♦ Total Time in Land Development Process:	**18-32** (28-40)	**18-29** (28-36)	**12-25** (16-24)	**12-22** (16-20)	**15-29** (no data)
2- Building Approval Process	**1** (1)	**2** (2)	**1** (1)	**2** (2)	**1-2** (no data)
3- Inspection Process	—	—	—	—	—
Total Approval Time:	**19-33** (29-41)	**20-31** (30-38)	**13-26** (17-25)	**14-24** (18-22)	**16-31** (no data)

♦ Total time reflects concurrent processing of land development approvals.
Bold 1997 findings.
() 1992 findings (note that Scenario 4 was not part of 1992 study).
— Indicates no impact on total approval time.

Streamlining initiatives in St. John's have resulted in significant reductions to the total approval times since 1992. Best-case approval times on Scenario 1 applications have been reduced by between 30 and 35 percent; Scenario 3 applications by 25 percent. On the other hand, the predictability of these approvals may have been affected somewhat by an increase in the range between best-case and upper limit timeframes. The streamlining initiatives achieving these reductions in total approval times include: granting Planning Committee the authority to call its own public meetings (saving 1 to 3 weeks); and, waiving the requirement of Council to hold a public meeting on applications that require a provincial hearing (saving 2 to 4 weeks). At the provincial level, the notice period for public hearings has been cut in half from 4 to 2 weeks.

Overall, St. John's ranks second of all the municipalities for quickest turnaround times on Scenarios 1, 3, and 4 applications. For more detailed information on the regulatory steps, timeframes, process changes, and developer comments for St. John's, please see "St. John's" in Detailed Findings section.

Charlottetown, Prince Edward Island

	Time in Weeks		
	Scenario 2 Site Undesignated in Plan		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Land Development Process☒			
• **Rezoning Approval**	**6-9** (6-9)	**n/a** (n/a)	**6-9** (no data)
• **Subdivision Approval**	**10-14** (6-10)	**n/a** (n/a)	**10-14** (no data)
Total Time in Land Development Process:	**10-14** (10-11)	**n/a** (n/a)	**10-14** (no data)
2- Building Approval Process	**1*** (1)	**n/a** (n/a)	**1*** (no data)
3- Inspection Process	—	—	—
Total Approval Time:	**10-14** (10-11)	**n/a** (n/a)	**10-14** (no data)

☒ Charlottetown has no municipal plan (Scenarios 1 and 3 do not apply) and no type B housing.

* Building approval is processed concurrently with land development approvals and does not impact total approval time.

Bold 1997 findings.

() 1992 findings (note that Scenario 4 was not part of 1992 study).

— Indicates no impact on total approval time.

Charlottetown is the only municipality in this field without a municipal plan. As a result, it has the shortest total approval times for Scenario 2 and 4 applications at 10-14 weeks. It is also the only municipality in this study without Type B housing (multiple high-rise development). While it appears as if the upper limit of the approval timeframe has increased, this is not necessarily the case. The timeframe includes a public hearing as part of the subdivision approval process, although one is generally needed only in the case of a controversial application. Therefore, most applications today still take only 10 to 11 weeks in total approval time.

In 1994, the City of Charlottetown and six adjacent municipalities were amalgamated. As a result, a municipal plan for the newly-expanded municipality is being prepared and is close to completion. Changes to the land development process will result. For more detailed information on the regulatory steps, timeframes, process changes, and developer comments for Charlottetown, please see "Charlottetown" in Detailed Findings section.

Halifax Regional Municipality, Nova Scotia

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Land Development Process					
• **Municipal Planning Strategy Amendment (MPSA)**	**38-52** (32-42)	**38-52** (32-42)	**n/a** (n/a)	**n/a** (n/a)	**38-52** (no data)
• **Rezoning Approval**	**16-26** (16-23)	**16-26** (16-23)	**16-26** (16-23)	**16-26** (16-23)	**16-26** (no data)
• **Subdivision Approval**	**11-19** (11-19)	**11** (11)	**11-19** (11-19)	**11** (11)	**11-19** (no data)
♦ **Total Time in Land Development Process:**	**42-56** (37-48)	**42-56** (37-48)	**20-30** (21-29)	**20-30** (21-29)	**42-56** (no data)
2- Building Approval Process	**1*** (1)	**2*** (2)	**1*** (1)	**2*** (2)	**1-2*** (no data)
3- Inspection Process	—	—	—	—	—
Total Approval Time:	**42-56** (37-48)	**42-56** (37-48)	**20-30** (21-29)	**20-30** (21-29)	**42-56** (no data)

♦ Total time reflects concurrent processing of land development approvals.

* Building approval is processed concurrently with land development approvals and does not impact total approval time.

Bold 1997 findings.

() 1992 findings (note that Scenario 4 was not part of 1992 study).

— Indicates no impact on total approval time.

Halifax Regional Municipality has seen a 12-15% increase in total approval times for Scenario 1 applications (one of only two municipalities with increases) since 1992. Only Mississauga (at 114 weeks) has longer approval times. This is largely the result of the addition of Community Councils and Planning Advisory Committees (PAC) to the land development process. Timeframes for Scenario 3 applications are only slightly affected.

Halifax is also home to the most significant discrepancies between approval times provided by the municipality and those experienced by the development contact. The developer contact suggests that plan amendment in Halifax can take up to 88 weeks, effectively doubling the 42 to 56 weeks indicated. Likewise, 52 weeks is a more accurate reflection of the timeframe for rezoning than 20-30 weeks indicated. It would appear that the timeframes provided by the municipality reflect best-case scenarios instead of average actual applications.

It is worth noting that in 1996, the City of Halifax, Town of Bedford, City of Dartmouth, and Halifax County were amalgamated to form the new Halifax Regional Municipality. The various land development approval processes are currently being harmonized, a process that should be completed in 1998. For more detailed information on the regulatory steps, timeframes, process changes, and developer comments for Halifax Regional Municipality, please see "Halifax" in Detailed Findings section.

Saint John, New Brunswick

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Land Development Process					
• **Municipal Development Plan Amendment (MDPA)**	**16-20** (16-20)	**16-20** (16-20)	**n/a** (n/a)	**n/a** (n/a)	**16-20** (no data)
• **Rezoning Approval**	**6-7** (9-12)	**6-7** (9-12)	**6-7** (9-12)	**6-7** (9-12)	**6-7** (no data)
• **Subdivision Approval**	**7-12** (7-12)	**7-12** (7-12)	**7-12** (7-12)	**7-12** (7-12)	**7-12** (no data)
(Total Time in Land Development Process:	18-26 (18-26)	18-26 (18-26)	8-13 (11-18)	8-13 (11-18)	18-26 (no data)
2- Building Approval Process	**1*** (1)	**1*** (1)	**1*** (1)	**1*** (1)	**1*** (no data)
3- Inspection Process	—	—	—	—	—
Total Approval Time:	**18-26** (18-26)	**18-26** (18-26)	**8-13** (11-18)	**8-13** (11-18)	**18-26** (no data)

♦ Total time reflects concurrent processing of land development approvals.

* Building approval is processed concurrently with land development approvals and does not impact total approval time.

Bold 1997 findings.

() 1992 findings (note that Scenario 4 was not part of 1992 study).

— Indicates no impact on total approval time.

Saint John has the second shortest total approval time—behind Regina—for Scenario 1 proposals and for Scenario 4 proposals – behind St. John's. It has the quickest turnaround for Scenario 3 applications at 8-13 weeks. Since rezoning applications no longer require provincial approval, this process is about 30 percent (3 to 5 weeks) shorter than it was in 1992.

For more detailed information on the regulatory steps, timeframes, process changes, and developer comments for Saint John, please see "Saint John" in Detailed Findings section.

Laval, Québec

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Land Development Process • **Proposal Submission** • **Preliminary Decision** • **Review** • **Development Plan Amendment and/or Rezoning** • **Final Decision** • **Subdivision Permit Approval** • **Construction of Infrastructure**	**28-56** (44-52)	**25-52** (41-48)	**28-56** (44-52)	**25-52** (41-48)	**25-56** (no data)
Total Time in Land Development Process:	**28-56** (44-52)	**25-52** (41-48)	**28-56** (44-52)	**25-52** (41-48)	**25-56** (no data)
2- Building Approval Process	**4*** (4)	**5*** (5)	**4*** (4)	**5*** (5)	**4-5*** (no data)
3- Inspection Process	—	—	—	—	—
Total Approval Time:	**28-56** (44-52)	**25-52** (41-48)	**28-56** (44-52)	**25-52** (41-48)	**25-56** (no data)

* Building approval is processed concurrently with land development approvals and does not impact total approval time.

Bold 1997 findings.

() 1992 findings (note that Scenario 4 was not part of 1992 study).

— Indicates no impact on total approval time.

The land development process in Laval is unlike that of the other municipalities in this study. In Laval, Development Plan amendment, rezoning, and subdivision approval are but single steps within a much larger land development process. As these steps occur concurrently, the need for Development Plan amendment and/or rezoning has no impact on the total approval time.

Total approval times are on par with those of Winnipeg and Calgary. And while the reduction in total approval time for Scenario 1 and 3 proposals is significant, it is achievable only for smaller projects of fewer than 20 dwellings. In Laval, the municipality hires a private contractor to construct the on-site services, the cost of which is paid for by the applicant. For smaller projects, the applicant may seek provincial approval directly to construct the services privately, thus reducing the review time from 30 to 12 weeks.

For more detailed information on the regulatory steps, timeframes, process changes, and developer comments for Laval, please see "Laval" in Detailed Findings section.

Mississauga, Ontario

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Land Development Process					
• **Official Plan Amendment (OPA)**	**45** (40)	**45** (40)	**n/a** (n/a)	**n/a** (n/a)	**45** (no data)
• **Rezoning Approval**	**41** (23)	**41** (23)	**41** (23)	**41** (23)	**41** (no data)
• **Subdivision Approval**	**69** (64)	**69** (64)	**69** (64)	**69** (64)	**69** (no data)
♦ **Total Time in Land Development Process:**	**114** (64)	**114** (64)	**110** (64)	**110** (64)	**114** (no data)
2- Building Approval Process	**4-6*** (4-6)	**4-6*** (4-6)	**4-6*** (4-6)	**4-6*** (4-6)	**4-6*** (no data)
3- Inspection Process	—	—	—	—	—
Total Approval Time:	**114** (64)	**114** (64)	**110** (64)	**110** (64)	**114** (no data)

♦ Total time reflects concurrent processing of land development approvals (applications for subdivision approval are not usually processed until after OPA and rezoning approvals are granted).

* Building approval is processed concurrently with land development approvals and does not impact total approval time.

Bold 1997 findings.

() 1992 findings (note that Scenario 4 was not part of 1992 study).

— Indicates no impact on total approval time.

Mississauga has the longest total approval times of the study municipalities. This is largely due to the fact that developers choose not to file subdivision applications until after plan amendment and/or rezoning approvals are granted. The original 1992 study presented a concurrent processing timeframe of 64 weeks. Still, the subdivision approval process in Mississauga remains the longest in this study at 69 weeks (up from 64 weeks). The almost doubling of the approval time for rezoning from 23 weeks to 41 is the largest single increase of any municipality.

The recent delegation of approval authority from the province to the Region of Peel for plan amendments, and the delegation of approval authority from the Region of Peel to the City of Mississauga for subdivisions, has cut several weeks from these processes. However, the splitting of the public consultation process into two stages adds 6 weeks to the total approval time.

For more detailed information on the regulatory steps, timeframes, process changes, and developer comments for Mississauga, please see "Mississauga" in Detailed Findings section.

Winnipeg, Manitoba

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Scenario 4** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Land Development Process					
• Development Plan Amendment (DPA)	**26-42** (32-52)	**26-42** (32-52)	**n/a** (n/a)	**n/a** (n/a)	**n/a** (no data)
• Redevelopment Application, Subdivision and Rezoning (DASZ)	**20-40** (20-40)	**20-40** (20-40)	**20-40** (20-40)	**20-40** (20-40)	**20-40** (no data)
♦ Total Time in Land Development Process:	**26-42** (32-52)	**26-42** (32-52)	**20-40** (20-40)	**20-40** (20-40)	**20-40** (no data)
2- Building Approval Process	**1 day** (1 day)	**7-18** (7-18)	**1 day** (1 day)	**7-18** (7-18)	**1 day/7-18** (no data)
3- Inspection Process	—	—	—	—	—
Total Approval Time:	**26-42** (32-52)	**33-60** (39-70)	**20-40** (20-40)	**27-58** (27-58)	**20/27-58** (no data)

♦ Total time reflects concurrent processing of land development approvals.
Bold 1997 findings.
() 1992 findings (note that Scenario 4 was not part of 1992 study).
— Indicates no impact on total approval time.

Since 1992, there has been a 10 to 15 percent reduction in total approval times for Scenario 1 applications. There is no change for the other scenarios. Of note here is the fact that the range between the best-case and upper limit timeframes for all approvals are quite large. In fact, the upper limit of the approvals timeframe doubles that of the best-case applications in most cases. This affects the predictability and the level of comfort developers have with the approvals process, a fact which the comments of the developer contact here seem to support. Overall, Winnipeg approval times are on par with those of Laval and Calgary.

Also of note, building approval in Winnipeg for Type B housing (multiple high-rise) takes 7 to 18 weeks, the longest of any municipality in this study. As a result, all development scenarios for Type B housing are made considerably longer than those for Type A housing. With the exception of Mississauga, the approval of Type B housing applications under Scenario 3 in Winnipeg are the longest in this study.

For more detailed information on the regulatory steps, timeframes, process changes, and developer comments for Winnipeg, please see "Winnipeg" in Detailed Findings section.

Regina, Saskatchewan

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		**Scenario 3** No Amendment of Plan Needed		**Urban Hold** High Density
	Type A Singles	**Type B** Multi	**Type A** Singles	**Type B** Multi	**Type A/B** Singles/Multi
1- Land Development Process					
• **Municipal Development Plan Amendment (MDPA)**	**12-20** (18-22)	**12-20** (18-22)	**n/a** (n/a)	**n/a** (n/a)	**n/a** (n/a)
• Neighbourhood Concept Plan	**n/a** (n/a)	**n/a** (n/a)	**n/a** (n/a)	**n/a** (n/a)	**16-32** (10-14)
• Rezoning Approval	**12-16** (14-18)	**12-16** (14-18)	**12-16** (14-18)	**12-16** (14-18)	**12-16** (14-18)
• Subdivision Approval	**8-12** (10-12)	**8-12** (10-12)	**8-12** (10-12)	**8-12** (10-12)	**8-12** (10-12)
♦ Total Time in Land Development Process:	**14-26** (22-28)	**14-26** (22-28)	**14-22** (18-24)	**14-22** (18-24)	**18-40** (18-24)
2- Building Approval Process	**1*** (1)	**2-3*** (4)	**1*** (1)	**2-3*** (4)	**1/2-3*** (1-4)
3- Inspection Process	—	—	—	—	—
Total Approval Time:	**14-26** (22-28)	**14-26** (22-28)	**14-22** (18-24)	**14-22** (18-24)	**18-40** (18-24)

♦ Total time reflects concurrent processing of land development approvals.

* Building approval is processed concurrently with land development approvals and does not impact total approval time.

Bold 1997 findings.

() 1992 findings (note that Scenario 4 was not part of 1992 study).

— Indicates no impact on total approval time.

Regina is the only municipality in this study to designate undeveloped lands within the jurisdiction as "urban holding". While development proposals in these designated areas do not require an amendment to the Municipal Development Plan, a Neighbourhood Concept Plan must be prepared and approved. As a result, the Urban Hold scenario replaces Scenario 4 proposals.

The original 1992 study found that Regina had the second shortest approval times for Scenario 1 and Scenario 3 proposals. With processing efficiencies reducing total approval times by a further 2 weeks, Regina now has the quickest turnaround on Scenario 1 applications. It is also runner up to Saint John for the quickest Scenario 3 approvals. No other changes to the regulatory process have been made since 1992. The developer contact in Regina believes that the regulatory processes represent a suitable model for others to follow. For more detailed information on the regulatory steps, timeframes, process changes, and developer comments for Regina, please see "Regina" in Detailed Findings section.

Calgary, Alberta

	Time in Weeks				
	Scenario 1 Amendment of Plan Needed		Scenario 3 No Amendment of Plan Needed		Scenario 4 High Density
	Type A Singles	Type B Multi	Type A Singles	Type B Multi	Type A/B Singles/Multi
1- Land Development Process					
• **Community Plan Amendment**					
Area Structure Plan (ASP)	**30-50**	**30-50**	**n/a**	**n/a**	**30-50**
Area Redevelopment Plan (ARP)	(30-50)	(30-50)	(n/a)	(n/a)	(no data)
• Land Use Redesignation	**15-21**	**15-21**	**14-20**	**14-20**	**15-21**
	(16-32)	(16-32)	(16-32)	(16-32)	(no data)
• Subdivision Approval	**9-12**	**9-12**	**8-11**	**8-11**	**8-11**
	(8-12)	(8-12)	(8-12)	(8-12)	(no data)
• Development Permit Approval	**n/a**	**11-13**	**n/a**	**10-12**	**n/a/11-13**
	(n/a)	(8-12)	(n/a)	(8-12)	(no data)
♦ **Total Time in Land Development Process:**	**30-50**	**41-63**	**14-20**	**24-32**	**30-63**
	(30-50)	(30-50)	(16-32)	(16-32)	(no data)
2- Building Approval Process	**3***	**3***	**3***	**3***	**3***
	(2)	(3)	(2)	(3)	(no data)
3- Inspection Process	—	—	—	—	—
Total Approval Time:	**30-50**	**41-63**	**14-20**	**24-32**	**30-63**
	(30-50)	(30-50)	(16-32)	(16-32)	(no data)

♦ Total time reflects concurrent processing of land development approvals.
* Building approval is processed concurrently with land development approvals and does not impact total approval time.
Bold 1997 findings.
() 1992 findings (note that Scenario 4 was not part of 1992 study).
— Indicates no impact on total approval time.

In 1997, the planning process in Calgary was overhauled with the addition of the Corporate Planning Application Group (CPAG) comprised of staff from various City departments involved in the review and recommendation of certain development applications. The CPAG initiative is intended to streamline the approvals process by providing a "one stop" review of development applications. Rezonings (Scenario 3) for Type A housing (singles) seem to have benefited the most from this streamlining. Approvals are now granted anywhere from 2 to 12 weeks sooner than they were in 1992, a saving of up to 40 percent. As a result, Calgary is second only to Saint John for turnaround on this type of application.

While this study finds that Calgary's total approval time on Scenario 3 applications is one of the quickest here, its approval times for plan amendments (Scenarios 1 and 4) is among the slowest. According to the developer contact in Calgary, some of the approval timeframes are being pushed out by several weeks due to a boom in housing that is resulting in a processing backlog. For its part, the City hired more than 60 staff in 1997 to assist in the processing of development applications. For more detailed information on the regulatory steps, timeframes, process changes, and developer comments for Calgary, please see "Calgary" in Detailed Findings section.

Surrey, British Columbia

The City of Surrey was the only municipality in this study that did not respond to the study survey. The original 1992 study found that Surrey had the second longest total approval time behind Mississauga, at 52-60 weeks. It also had the longest building approval process at 10-15 weeks. The developer contact in Surrey notes that the timeframes presented in the original 1992 study reflect best-case scenarios only. Another concern is the

process of amending the Official Community Plan. The developer contact notes that since 1992, there has been a tendency to include large, multi-family developments into a Neighbourhood Concept Plan, the completion of which is meant to facilitate approval of an OCPA. The problem is that completion of a NCP can take more than 2 years. Even if a NCP is not required, it can take more than 1.5 years to complete the land development process. The 1992 study pegged this timeframe at 1 year.

For further information, please see "Surrey" in Detailed Findings section.

Conclusions

This section outlines the conclusions of this study, based on an overall analysis of the regulatory processes and timeframes for residential development in ten Canadian cities. This includes comparison with the original 1992 study results as well as among the cities themselves, where possible. This section also speculates on the possible effects of different regulatory approaches on approval time and complexity, which in turn affect housing affordability.

Overall Analysis and Comparison of Study Findings

Depending upon the development scenario and housing type, most municipalities have generally seen an overall reduction in total approval times since 1992. Under some scenarios and housing types, total approval times remain unchanged or have increased slightly. The following analysis is presented by development scenario and reflects concurrent processing of approvals for land development, building, and inspection, where available. For a detailed presentation of the study findings, please refer to Appendix A.

Scenario 1

Under this scenario, a municipal plan amendment is needed. The total approval times for each city are presented in Chart 1.

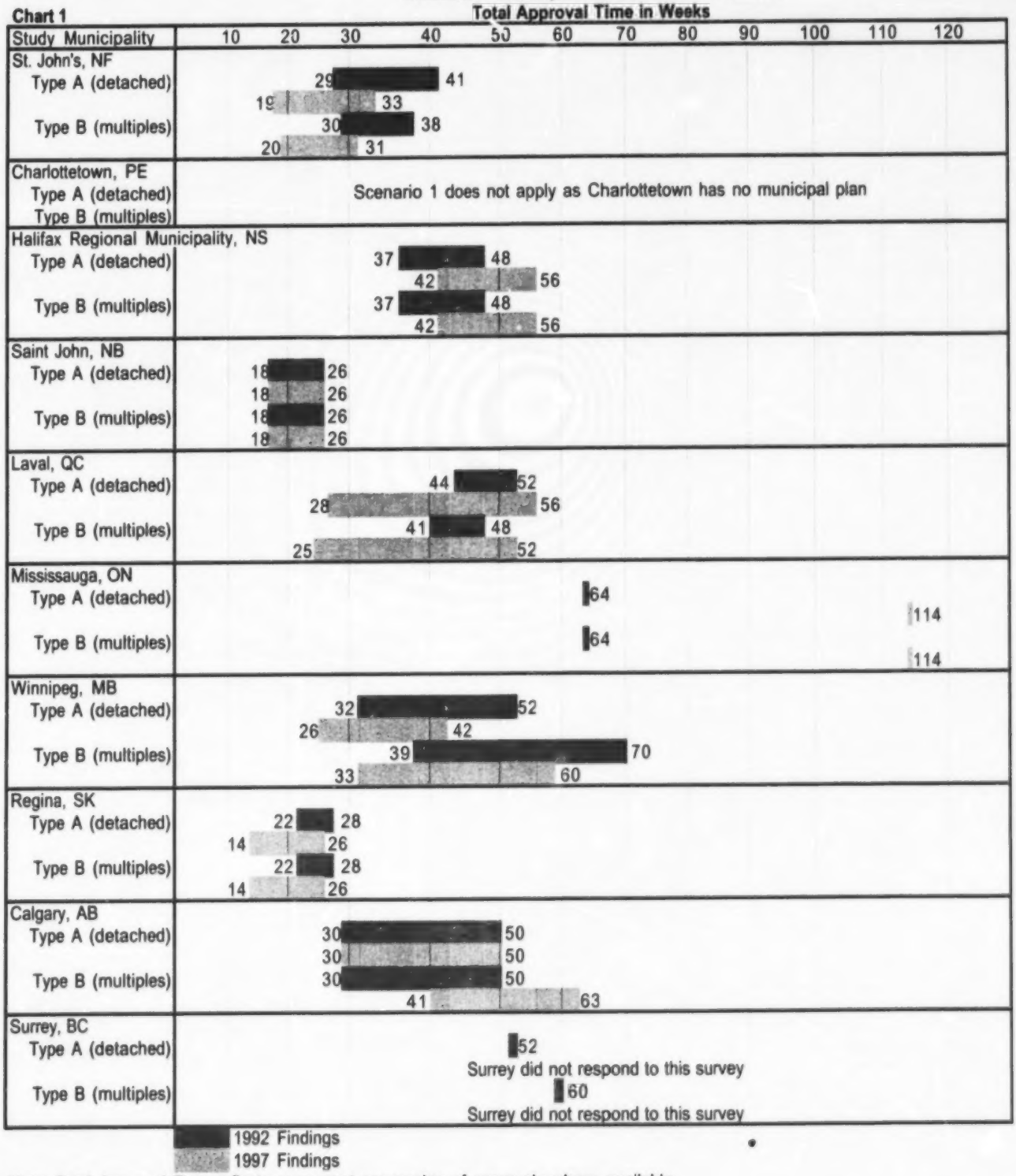
Overall, Regina offers the quickest turnaround on Scenario 1 proposals with a total approval time range of 14 to 26 weeks. The best-case approval time of 14 weeks is the shortest of the ten cities, while the upper limit of 26 weeks is matched only by Saint John. Saint John and St. John's are a close second and third in best-case approval time. The most significant reductions in approval times are found in St. John's. Best-case approval times have been cut by about 35 percent; upper limit approval times are down 20 percent. Significant reductions in best-case approval times are also apparent in Regina. The longest total approval time of the ten cities is Mississauga at 114 weeks.

Key points to note in considering the findings in Chart 1 are as follows. First, with respect to Laval, the reduction in best-case approval times reflects the ability of a developer proposing fewer than 20 housing units to apply directly to the province for approval to service the project site privately. For larger projects, the municipality must approve the servicing plan and hire a contractor to construct them (which takes much longer). This shortcut is not reflected in the 1992 study findings. Second, with respect to Mississauga, the 1992 study findings do not reflect the fact that subdivision approval is not generally applied for until after municipal plan amendment and requisite rezoning are granted. Third, the apparent increase in total approval time for multiple units in Calgary reflects the fact that development permit approval (which takes 11 to 13 weeks) is not generally applied for until subdivision approval is granted. The 1992 study findings do not reflect this. Fourth, as Charlottetown has no municipal plan, this scenario does not apply. Finally, Surrey did not respond to the survey.

Chart 1

Scenario 1- Municipal Plan Amendment Needed

Total Approval Time in Weeks



Note: Total Approval Time reflects concurrent processing of approvals where available.

Scenario 2
Under this scenario, the project site is undesignated in the municipal plan. The total approval times for each city are presented in Chart 2.

Charlottetown is the only city in which Scenario 2 applies since it has no municipal plan. All other cities have a plan in place that designates all lands within municipal jurisdiction. The total approval time of 10 to 14 weeks reflects the time required to obtain both rezoning and subdivision approval. Please note Charlottetown has no Type B housing.

Scenario 3
Under this scenario, no amendment to the municipal plan is required. The total approval times for each city are presented in Chart 3.

Overall, Saint John offers the quickest approval of Scenario 3 proposals with a total approval time range of 8 to 13 weeks for both singles and multiples. This approval range is significantly less than that of the other municipalities. A number of the remaining cities – St. John's, Regina, and Calgary—cluster in the 14 to 25 weeks timeframe for approval. The largest single cut in approval time since 1992 is witnessed by Calgary with a saving of 12 weeks from the upper limit of 32 weeks: a reduction of almost 40 percent. Significant savings are also achieved in Regina and St. John's. The longest total approval time of the ten cities is Mississauga at 110 weeks.

As with Scenario 1, the apparent significant reduction in approval time for Laval, and the increase in Mississauga, are the result of the fact that the 1992 study results do reflect the actual situation at that time. Again, Surrey did not respond to the survey.

Scenario 4
Under this scenario, a substantial increase in density above the municipal plan and zoning bylaw is sought. Scenario 4 is essentially a subset of Scenario 1 and is added to this study as a proximate measure of the response of the regulatory system to the production of more affordable housing. The total approval times for each city are presented in Chart 4.

Other than Charlottetown, which has no municipal plan, St. John's, Regina, and Saint John, offer the quickest best-case approval at 16 to 18 weeks. That being said, it appears that the process in Saint John is more predictable than the others with a short 8 week range between best-case approval at 18 weeks and the upper limit at 26 weeks. This upper limit is about 4 weeks less than St. John's; 12 weeks shorter than Regina. It takes about 1 year to obtain Scenario 4 approval in Laval, Winnipeg, and Calgary. It takes twice that in Mississauga (114 weeks).

Please note Charlottetown has no Type B housing. Surrey did not respond to the survey.

Developer Comments
Developer comments on the regulatory processes and timeframes in each city provide some insight. They support a logical conclusion: fewer complaints for simpler and shorter processes. Cities such as Charlottetown, Regina, and Saint John, where the regulatory processes have the fewest steps and the shortest approval times, also had few complaints from the local developer contacts. The opposite was true for the Halifax Regional Municipality, Mississauga, and Surrey. In each of these cities, the developer contact felt that the timeframes provided by the municipality were optimistic, reflecting more the best-case scenarios than average actual applications.

Scenario 2 - Project Site Undesignated in Municipal Plan

Chart 2 **Total Approval Time in Weeks**

Study Municipality	10	20	30	40	50	60	70	80	90	100	110	120
St. John's, NF												
Type A (detached)	Scenario 2 does not apply in Halifax as all land is designated in the municipal plan											
Type B (multiples)												
Charlottetown, PE												
Type A (detached)	10 11											
	10 14											
Type B (multiples)	Charlottetown has no Type B housing											
Halifax Regional Municipality, NS												
Type A (detached)	Scenario 2 does not apply in Halifax as all land is designated in the municipal plan											
Type B (multiples)												
Saint John, NB												
Type A (detached)	Scenario 2 does not apply in Halifax as all land is designated in the municipal plan											
Type B (multiples)												
Laval, QC												
Type A (detached)	Scenario 2 does not apply in Halifax as all land is designated in the municipal plan											
Type B (multiples)												
Mississauga, ON												
Type A (detached)	Scenario 2 does not apply in Halifax as all land is designated in the municipal plan											
Type B (multiples)												
Winnipeg, MB												
Type A (detached)	Scenario 2 does not apply in Halifax as all land is designated in the municipal plan											
Type B (multiples)												
Regina, SK												
Type A (detached)	Scenario 2 does not apply in Halifax as all land is designated in the municipal plan											
Type B (multiples)												
Calgary, AB												
Type A (detached)	Scenario 2 does not apply in Halifax as all land is designated in the municipal plan											
Type B (multiples)												
Surrey, BC												
Type A (detached)	Scenario 2 does not apply in Halifax as all land is designated in the municipal plan											
Type B (multiples)												

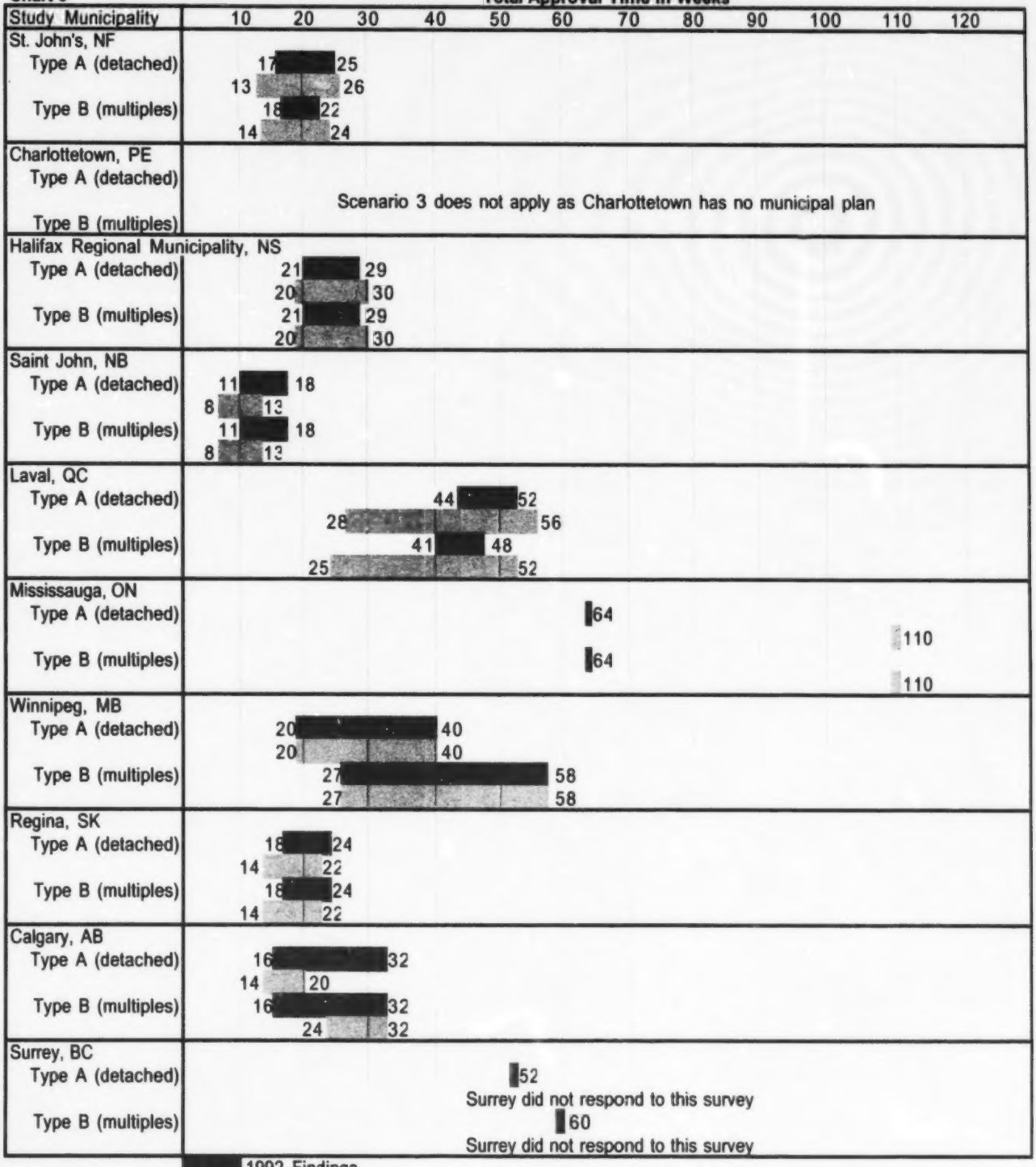
1992 Findings
1997 Findings

Note: Total Approval Time reflects concurrent processing of approvals where available.

Chart 3

Scenario 3 - No Municipal Plan Amendment Needed

Total Approval Time in Weeks

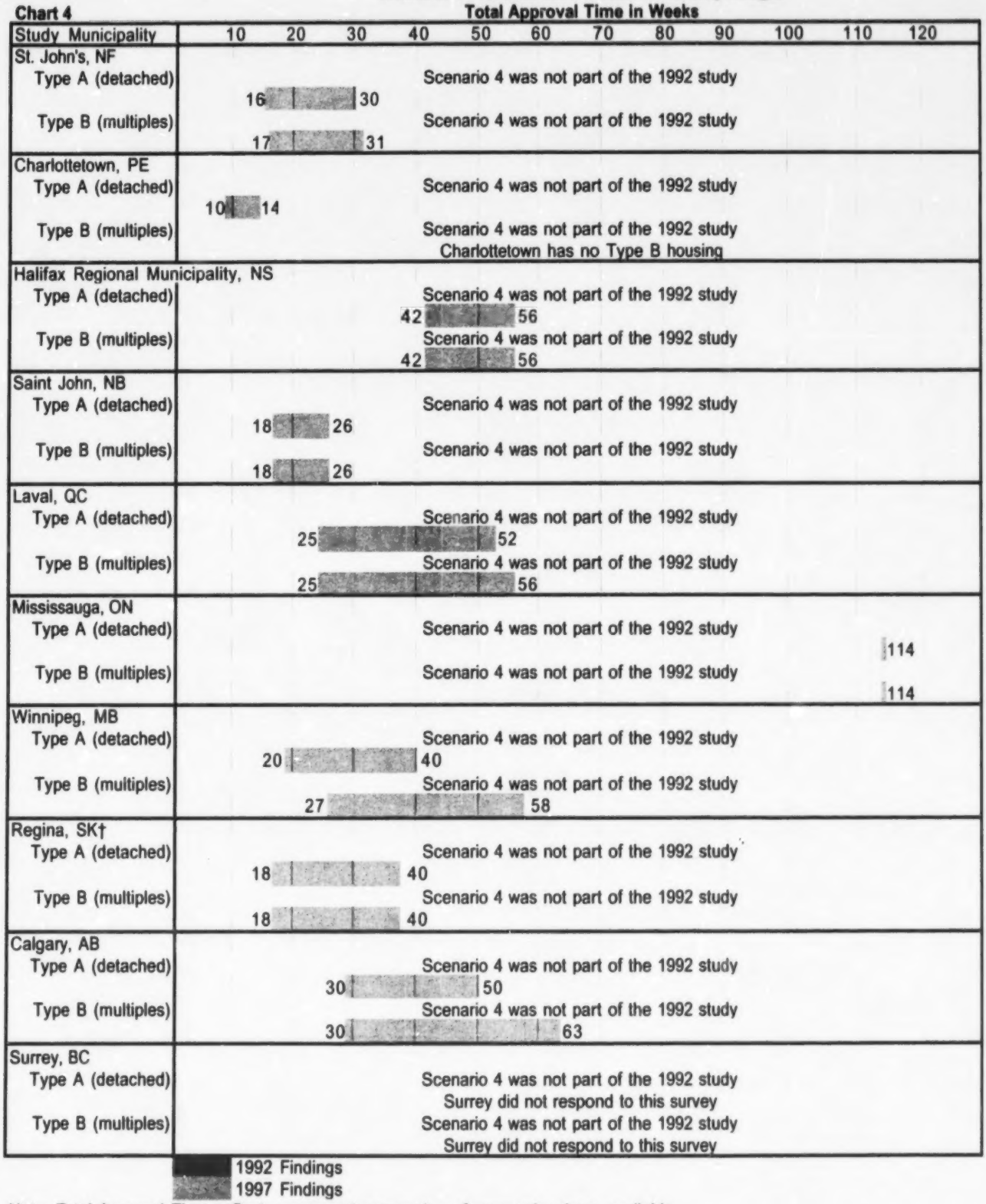


Note: Total Approval Time reflects concurrent processing of approvals where available.

Chart 4

Scenario 4 - Substantial Increase in Density Sought

Total Approval Time in Weeks


Study Municipality
10 20 30 40 50 60 70 80 90 100 110 120
St. John's, NF
Type A (detached)
16 30
Scenario 4 was not part of the 1992 study
Type B (multiples)
17 31
Scenario 4 was not part of the 1992 study
Charlottetown, PE
Type A (detached)
10 14
Scenario 4 was not part of the 1992 study
Type B (multiples)
Scenario 4 was not part of the 1992 study
Charlottetown has no Type B housing
Halifax Regional Municipality, NS
Type A (detached)
42 56
Scenario 4 was not part of the 1992 study
Type B (multiples)
42 56
Scenario 4 was not part of the 1992 study
Saint John, NB
Type A (detached)
18 26
Scenario 4 was not part of the 1992 study
Type B (multiples)
18 26
Scenario 4 was not part of the 1992 study
Laval, QC
Type A (detached)
25 52
Scenario 4 was not part of the 1992 study
Type B (multiples)
25 56
Scenario 4 was not part of the 1992 study
Mississauga, ON
Type A (detached)
114
Scenario 4 was not part of the 1992 study
Type B (multiples)
114
Scenario 4 was not part of the 1992 study
Winnipeg, MB
Type A (detached)
20 40
Scenario 4 was not part of the 1992 study
Type B (multiples)
27 58
Scenario 4 was not part of the 1992 study
Regina, SK†
Type A (detached)
18 40
Scenario 4 was not part of the 1992 study
Type B (multiples)
18 40
Scenario 4 was not part of the 1992 study
Calgary, AB
Type A (detached)
30 50
Scenario 4 was not part of the 1992 study
Type B (multiples)
30 63
Scenario 4 was not part of the 1992 study
Surrey, BC
Type A (detached)
Scenario 4 was not part of the 1992 study
Surrey did not respond to this survey
Type B (multiples)
Scenario 4 was not part of the 1992 study
Surrey did not respond to this survey
1992 Findings
1997 Findings

Note: Total Approval Time reflects concurrent processing of approvals where available.

† "Urban Holding" replaces Scenario 4 in Regina. A Neighbourhood Concept Plan (NCP) is required.

Speculations on Regulatory Approaches Used

It is possible, based on the study findings, to speculate on the effects of different regulatory approaches of development on approval time and complexity, which in turn impact on housing affordability. This may offer some insights on process design with respect to efficiency, flexibility, and responsiveness to affordable housing.

Number of Steps Matters

More steps in the regulatory processes result in more time—and more costs—for the applicant. Of course, the steps are there for a reason, but they incur extra costs for the applicant in the form of lost time and opportunity—more interest and tax payments on land, and slower responses to rapidly changing markets. This is more significant at the latter stages of land development processes.

The municipalities with the simplest processes—Charlottetown, Saint John, Regina – are also the ones with the shortest total approval time. Of course, Charlottetown is a special case as it has no municipal plan. Still, the total time for land development approval in Charlottetown for a Scenario 4 proposal (one that involves a significant density increase) is only 10-14 weeks. In Saint John, a Scenario 4 proposal can be approved in 18-26 weeks; in Regina, 18-38 weeks. The land development approval processes in these municipalities typically consist of only 4 to 6 steps. These municipalities have the quickest approval times for both best-case and worst-case scenario applications. The narrower timeframes make the process more predictable for the applicant.

The municipalities with the most complex processes—Mississauga, Winnipeg, Halifax Regional Municipality, Calgary—have the longest land development approval times. In Calgary and Halifax Regional Municipality, land development approval generally takes 30-63 weeks and 42-56 weeks respectively. In Mississauga, where subdivision applications are not usually processed until after plan amendment and/or rezoning approvals are granted, land development approval takes 114 weeks—the longest in the study. The twelve-step subdivision approval process alone takes 69 weeks, although the recent delegation of approval authority from the Region of Peel to the City of Mississauga should cut several weeks from the process.

Management Involvement Has Impact

Some regulatory processes may be described as "management heavy". These processes usually include several steps that would involve various senior level staff reviews. For instance, an application for plan amendment in Winnipeg is first reviewed by an Administrative Coordinating Group that includes representatives from relevant city departments. The Group prepares a report but it does not go directly to a standing committee of Council. Instead, it is forwarded to the Chief Administrative Officer for consideration, who then forwards it to the Executive Policy Committee for review. As a standing committee, the Executive Policy Committee forwards the application on to Council. This level of management involvement adds about 4 weeks to the approval process.

Provincial Involvement Has Impact

In almost every municipality in this study, at least one land development approval process requires provincial involvement. Municipal plan amendment generally requires provincial approval. The exceptions are Charlottetown (which has no plan) and Calgary. Provincial approval can take a period of 4 to 8 weeks. St. John's is the only municipality that requires provincial approval for rezoning, adding 2 to 4 weeks to the process. It is obvious that delegation of approval authority to the municipal level would reduce significantly the total approval times. Even the delegation of approval authority from the provincial to a regional level of government, as was recently the case in Peel Region, cut several weeks from the plan amendment process in Mississauga.

Public Involvement Has Impact

Public involvement is a necessary (although time consuming) aspect of planning. Public input is sought in different ways in the regulatory processes. The simplest processes, and the quickest, provide one formal opportunity for public comment, even when several applications for the same proposal are being processed concurrently. This is the case in all of the municipalities, except Mississauga. In Mississauga, public consultation was split into two stages. The City believes it is inappropriate for staff to bring forth a recommendation on an application before the public has had an opportunity to provide input. A public information report, without recommendations, is first put forward by staff. A public information meeting on the report is held, and then a supplementary report incorporating public input and staff analysis is prepared for the Planning and Development Committee. This change has added about 6 weeks to the total approval time. In St. John's, Council can waive its public meeting requirement if public reaction to an application is favourable and controversy is not anticipated.

One-Stop Buying vs. One-Stop Selling

As noted in the review of the literature on regulatory reform, a variety of methods are used to streamline the approvals process. These include central application and information centres, team review processes, joint hearing of applications, staff training and education, application tracking systems, and improved information dissemination and public consultation. The key consideration here is *where* the time savings will occur.

For instance, a popular streamlining method in Canadian municipalities is the one-stop shopping centre for permits. These centres provide important information on all rules, regulations, applications, and approval processes. They provide application forms for all permits and approvals, and counter staff are on hand to ensure applications are complete before they are accepted for processing. These centres also monitor and track applications through the approvals process. While one-stop shopping makes it easier to *file* an application, it has no effect on the *review* of that application. This is not to suggest that the ease of application is not a key concern among developers, its just that it has no bearing on how long the developer will be tied up in review.

In an effort to reduce the total time for an application to go through the review process, every municipality in this study offers some degree of concurrent processing of various development approvals. For instance, an application for plan amendment and the requisite rezoning will be processed together and they will share public hearings. Also, most municipalities offer concurrent processing of subdivision applications, although many developers are unwilling to risk preparing costly submission before municipal plan amendment and/or rezoning are secured.

There is, however, another streamlining method that is gaining acceptance in Canada: one-stop selling through coordinated review and decision-making. For instance, a committee or group of staff from relevant departments (planning, engineering, parks and recreation, transportation, etc.) can provide coordinated review and recommendations which are then forwarded directly to a standing committee of Council. This will avoid the complexity and lengthy approval times associated with the multi-layer review of development applications.

In St. John's, the Development Committee meets weekly to consider development applications and make recommendations to the Planning Committee. In Winnipeg, the Administrative Coordinating Group performs a similar function. In 1997, the City of Calgary completely overhauled its planning process to adopt a similar approach. The Corporate Planning Applications Group (CPAG) is now responsible for the pre-application meeting with the applicant, the receipt and review of the application itself, and the recommendation to the Calgary Planning Commission. This initiative has saved 2 to 12 weeks from the total approval time on rezoning applications. And, by drawing the various decision-makers together, management involvement is minimized, and the applicant (shopper) deals with only one handler (shopkeeper).

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Appendices

Appendix A - Regulatory Process and Timeframes in Ten Canadian Cities

Study Municipality	Land Development Process								Building Approval Process							
	Scenario 1		Scenario 2		Scenario 3		Scenario 4		Scenario 1		Scenario 2		Scenario 3		Scenario 4	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
St. John's, NF	**18-32♦** (28-40)	**18-29♦** (28-36)	**n/a** (n/a)	**n/a** (n/a)	**12-25** (16-24)	**12-22** (16-20)	**15-29♦** (no data)	**15-29♦**	**1** (1)	**2** (2)75	**n/a** (n/a)	**n/a** (n/a)	**1** (1)	**2** (2)	**1** (no data)	**2**
Charlottetown, PE ☒	**n/a** (n/a)	**n/a** (n/a)	**10-14** (10-11)	**n/a** (n/a)	**n/a** (n/a)	**n/a** (n/a)	**10-14** (no data)	**n/a**	**n/a** (n/a)	**n/a** (n/a)	**1*** (1)	**n/a** (n/a)	**n/a** (n/a)	**n/a** (n/a)	**1*** (no data)	**n/a**
Halifax Regional Municipality, NS	**42-56♦** (37-48)	**42-56♦** (37-48)	**n/a** (n/a)	**n/a** (n/a)	**20-30♦** (21-29)	**20-30♦** (21-29)	**42-56♦** (no data)	**42-56♦**	**1*** (1)	**2*** (2)	**n/a** (n/a)	**n/a** (n/a)	**1*** (1)	**2*** (2)	**1*** (no data)	**2***
Saint John, NB	**18-26♦** (18-26)	**18-26♦** (18-26)	**n/a** (n/a)	**n/a** (n/a)	**8-13♦** (11-18)	**8-13♦** (11-18)	**18-26♦** (no data)	**18-26♦**	**1*** (1)	**1*** (1)	**n/a** (n/a)	**n/a** (n/a)	**1*** (1)	**1*** (1)	**1*** (no data)	**1***
Laval, QC	**28-56** (44-52)	**25-52** (41-48)	**n/a** (n/a)	**n/a** (n/a)	**28-56** (44-52)	**25-52** (41-48)	**25-56** (no data)	**25-56**	**4*** (4)	**5*** (5)	**n/a** (n/a)	**n/a** (n/a)	**4*** (4)	**5*** (5)	**4*** (no data)	**5***
Mississauga, ON	**114♦** (64)	**114♦** (64)	**n/a** (n/a)	**n/a** (n/a)	**110** (64)	**110** (64)	**114♦** (no data)	**114♦**	**4-6*** (4-6)	**4-6*** (4-6)	**n/a** (n/a)	**n/a** (n/a)	**4-6*** (4-6)	**4-6*** (4-6)	**4-6*** (no data)	**4-6***
Winnipeg, MB	**26-42♦** (32-52)	**26-42♦** (32-52)	**n/a** (n/a)	**n/a** (n/a)	**20-40♦** (20-40)	**20-40♦** (20-40)	**20-40♦** (no data)	**20-40♦**	**1 day** (1 day)	**7-18** (7-18)	**n/a** (n/a)	**n/a** (n/a)	**1 day** (1 day)	**7-18** (7-18)	**1 day** (no data)	**7-18**
Regina, SK †	**14-26♦** (22-28)	**14-26♦** (22-28)	**n/a** (n/a)	**n/a** (n/a)	**14-22♦** (18-24)	**14-22♦** (18-24)	**18-40♦** (no data)	**18-40♦**	**1*** (1)	**2-3*** (4)	**n/a** (n/a)	**n/a** (n/a)	**1*** (1)	**2-3*** (4)	**1*** (no data)	**2-3***
Calgary, AB	**30-50♦** (30-50)	**41-63♦** (30-50)	**n/a** (n/a)	**n/a** (n/a)	**14-20♦** (16-32)	**24-32♦** (16-32)	**30-50♦** (no data)	**30-63♦**	**3*** (2)	**3*** (3)	**n/a** (n/a)	**n/a** (n/a)	**3*** (2)	**3*** (3)	**3*** (no data)	**3***
Surrey, BC ☐	**no data** (52)	(60)	**no data** (n/a)	(n/a)	**no data** (52)	(60)	**no data** (no data)		**no data** (1-6)	(10-15)	**no data** (n/a)	(n/a)	**no data** (1-6)	(10-15)	**no data** (no data)	

bold 1997 findings.

( ) 1992 findings (note that Scenario 4 was not part of 1992 study).

♦ Total time reflects concurrent processing of land development approvals.

— Indicates no impact on total approval time.

☒ Charlottetown has no municipal plan and no Type B housing.

* Building approval is processed concurrently with land development approvals and does not impact total approval time.

† "Urban Holding" replaces Scenario 4 in Regina. A Neighbourhood Concept Plan (NCP) is required.

☐ Surrey did not respond to the survey.

Study Municipality	Inspection Process								Total Approval Time							
	Scenario 1		Scenario 2		Scenario 3		Scenario 4		Scenario 1		Scenario 2		Scenario 3		Scenario 4	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
St. John's, NF	—	—	n/a	n/a	—	—	—	—	**19-33**	**20-31**	**n/a**	**n/a**	**13-26**	**14-24**	**16-30**	**17-31**
	—	—	(n/a)	(n/a)	—	—	(no data)		(29-41)	(30-38)	(n/a)	(n/a)	(17-25)	(18-22)	(no data)	
Charlottetown, PE ☒	**n/a**	**n/a**	—	**n/a**	**n/a**	**n/a**	—	**n/a**	**n/a**	**n/a**	**10-14**	**n/a**	**n/a**	**n/a**	**10-14**	**n/a**
	(n/a)	(n/a)	—	(n/a)	(n/a)	(n/a)	(no data)		(n/a)	(n/a)	(10-11)	(n/a)	(n/a)	(n/a)	(no data)	
Halifax Regional	—	—	n/a	n/a	—	—	—	—	**42-56**	**42-56**	**n/a**	**n/a**	**20-30**	**20-30**	**42-56**	**42-56**
Municipality, NS	—	—	(n/a)	(n/a)	—	—	(no data)		(37-48)	(37-48)	(n/a)	(n/a)	(21-29)	(21-29)	(no data)	
Saint John, NB	—	—	n/a	n/a	—	—	—	—	**18-26**	**18-26**	**n/a**	**n/a**	**8-13**	**8-13**	**18-26**	**18-26**
	—	—	(n/a)	(n/a)	—	—	(no data)		(18-26)	(18-26)	(n/a)	(n/a)	(11-18)	(11-18)	(no data)	
Laval, QC	—	—	n/a	n/a	—	—	—	—	**28-56**	**25-52**	**n/a**	**n/a**	**28-56**	**25-52**	**25-52**	**25-56**
	—	—	(n/a)	(n/a)	—	—	(no data)		(44-52)	(41-48)	(n/a)	(n/a)	(44-52)	(41-48)	(no data)	
Mississauga, ON	—	—	n/a	n/a	—	—	—	—	**114**	**114**	**n/a**	**n/a**	**110**	**110**	**114**	**114**
	—	—	(n/a)	(n/a)	—	—	(no data)		(64)	(64)	(n/a)	(n/a)	(64)	(64)	(no data)	
Winnipeg, MB	—	—	n/a	n/a	—	—	—	—	**26-42**	**33-60**	**n/a**	**n/a**	**20-40**	**27-58**	**20-40**	**27-58**
	—	—	(n/a)	(n/a)	—	—	(no data)		(32-52)	(39-70)	(n/a)	(n/a)	(20-40)	(27-58)	(no data)	
Regina, SK †	—	—	n/a	n/a	—	—	—	—	**14-26**	**14-26**	**n/a**	**n/a**	**14-22**	**14-22**	**18-40**	**18-40**
	—	—	(n/a)	(n/a)	—	—	(no data)		(22-28)	(22-28)	(n/a)	(n/a)	(18-24)	(18-24)	(no data)	
Calgary, AB	—	—	n/a	n/a	—	—	—	—	**30-50**	**41-63**	**n/a**	**n/a**	**14-20**	**24-32**	**30-50**	**30-63**
	—	—	(n/a)	(n/a)	—	—	(no data)		(30-50)	(30-50)	(n/a)	(n/a)	(16-32)	(16-32)	(no data)	
Surrey, BC ☐	**no data**		**no data**		**no data**		**no data**		**no data**		**no data**		**no data**		**no data**	
	—	—	(n/a)	(n/a)	—	—	(no data)		(52)	(60)	(n/a)	(n/a)	(52)	(60)	(no data)	

bold 1997 findings.

( ) 1992 findings (note that Scenario 4 was not part of 1992 study).

• Total time reflects concurrent processing of land development approvals.

— Indicates no impact on total approval time.

☒ Charlottetown has no municipal plan and no Type B housing.

* Building approval is processed concurrently with land development approvals and does not impact total approval time.

† "Urban Holding" replaces Scenario 4 in Regina. A Neighbourhood Concept Plan (NCP) is required.

☐ Surrey did not respond to the survey.

Appendix B - Municipal and Developer Contacts

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Unless otherwise noted, French versions are available for all reports listed below.

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